

**WEST BASIN MUNICIPAL WATER DISTRICT**

**AUGUST 4, 2003 - Water Resources**  
 McDonald, Little  
**AUGUST 23, 2003 - Board Meeting**  
 Prepared by: Van M. Jew  
 Submitted by: Paul E. Shoenberger  
 Approved by: Richard Nagel

**ACTION CALENDAR**

**JANITORIAL SERVICES AT THE WATER RECYCLING PLANT**

**SUMMARY:**

The contract to provide janitorial services at the West Basin Water Recycling Plant expires September 24, 2004. Staff sent out a "Request for Quote" (RFQ) with a proposed contract length of two-years, pursuant to the procurement policy for informal non-professional services under \$25,000. The RFQ was sent to ten firms and bids were received by three firms. The low bidder was Reliable Building Maintenance, Inc. Reliable Building Maintenance, Inc. is the District's current service provider and has performed adequately. The summary of the bids is as follows:

<b>Bidder</b>	<b>Bid (\$/month)</b>
Reliable Building Maintenance	\$ 890
Complete Building Maintenance	\$ 1,085
Alpha Maintenance, Inc.	\$ 1,180

The cost of service comparison is as follows:

<b>Service</b>	<b>Proposed Award Price</b>	<b>Current Price Paid</b>	<b>Price Change</b>
Janitorial Services	\$ 890 per month	\$890 per month	(no change)

The "Scope of Services" (see Exhibit "A") covers a vast variety of tasks.

**FISCAL IMPACTS:**

Funds are available in the Operations and Maintenance Budgets for Fiscal Years 2004-05 and 2005-06.

**ENVIRONMENTAL COMPLIANCE:**

Not applicable.

**COMMITTEE STATUS:**

This item was reviewed by the Water Resources Committee on August 4, 2004 and recommended for approval at the August 23, 2004 Board meeting.

RECOMMENDED MOTIONS:

That the Board authorizes the Co-Acting General Managers to enter into an amendment with Reliable Building Maintenance, Inc. to extend the current janitorial services contract, Agreement W1404, for two-years at an amount of \$890 per month for a total two-year contract amount of \$21,360.

EXHIBITS:

Exhibit "A" - Scope of Services

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