

Memorandum



CITY OF DALLAS

DATE October 16, 2015

TO Members of the Budget, Finance & Audit Committee: Jennifer S. Gates (Chair), Philip T. Kingston (Vice Chair), Erik Wilson, Rickey D. Callahan, Scott Griggs, Lee M. Kleinman

SUBJECT **October 28, 2015 Agenda Items- Janitorial and Event Set-up Services at the Kay Bailey Hutchison Convention Center Dallas**

The October 28th City Council Agenda includes two items for janitorial and event set-up at the Kay Bailey Hutchison Convention Center Dallas (KBHCCD). The first item authorizes a five-year service contract for janitorial services at the KBHCCD with Member's Building Maintenance, LLC, the most advantageous proposer of four, not to exceed \$22,497,861. The second item authorizes the rejection of the only responsive bid and the re-advertisement of a new solicitation for event set-up at the KBHCCD.

The Kay Bailey Hutchison Convention Center Dallas spans 2.2m square feet and hosts an excess of one million visitors each year, requiring comprehensive maintenance and event and post event cleaning, often necessitating rapid turnaround times. A Request for Proposals was issued and four proposals were received and evaluated by a seven member committee. Member's Building Maintenance, LLC, was selected as the most advantageous proposer based on experience/qualifications, pricing, staffing plan/approach and BID Plan. This service contract will provide for daily janitorial maintenance, including cleaning offices, public areas, restrooms and the facility exterior, as well as event cleaning of exhibit halls, restrooms and meeting rooms with increased attention and frequently throughout events. The vendor is required to provide all supplies, equipment and labor for the performance of this contract.

A Request for Bid was issued for event set-up at the KBHCCD and only one responsive bid was received, which may have resulted from the specifications being too restrictive. In addition, unit pricing greatly exceeded our current contract for event set-up. It is more advantageous to the City to reject the bid and re-advertise a new solicitation. Business Development and Procurement Services and Convention & Event Services will modify the specifications and bid sheet prior to issuing a new Request for Proposals.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "Ryan S. Evans".

Ryan S. Evans
First Assistant City Manager

C: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Jill A. Jordan, P.E., Assistant City Manager

Joey Zapata, Assistant City Manager
Mark McDaniel, Assistant City Manager
Eric D. Campbell, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Sana Syed, Public Information Officer
Elsa Cantu, Assistant to the City Manager