

TO: James L. App, City Manager
FROM: Doug Monn, Interim Public Works Director
SUBJECT: Bid Award – Monthly Cleaning of Transit Stops
DATE: August 16, 2005

NEEDS: For the City Council to consider awarding a contract to NCI Affiliates, Inc. (NCI) for the monthly cleaning of all City transit stops.

FACTS:

1. The City transit system currently has 26 stops ranging from a simple bench to a fully covered shelter with bench, lighting and trash receptacle. Routine cleaning is needed to keep the stops functional and attractive.
2. In an attempt to purchase cleaning services at the most economical price, bids were solicited for monthly cleaning of each transit stop.
3. Specifications were prepared and advertised per the City of Paso Robles Purchasing and Payment Procedures Manual.
4. 2 bids were received and opened on July 14, 2005 in the amounts of \$10,920 and \$12,744 per year.
5. The low bid of \$10,900 submitted by NCI Affiliates, Inc. was reviewed and deemed responsive.

**ANALYSIS
AND**

CONCLUSION: Historically, monthly cleaning of transit stops was not provided for in the Public Works Budget. However, because the City transit stops are an integral part of the City's transportation system and overall appearance of the City, the City Council asked staff to secure costs for monthly cleaning services and report the costs back to the Council for consideration.

POLICY

REFERENCE: Purchasing and Payment Procedures Manual.

FISCAL

IMPACT: When the Fiscal Year 2006 budget was adopted, Council requested investigation of costs to undertake needed cleaning. The quoted cost may be appropriated from Transit Operations Fund, however, as the Transportation Development Act (TDA) claim for fiscal year 2006 has not yet been prepared, approved by Council nor filed with the San Luis Obispo Council of Governments, the amount and availability of TDA funding is yet undetermined. Funding may require any adjustment to the portion of TDA funds allocated to street and roads.

- OPTIONS:**
- a.** Approve Resolution No. 05-xx:
 - 1) Awarding the contract for monthly cleaning of the transit stops to NCI Affiliates, Inc. in the amount of \$10,900 per year;
 - 2) Authorizing the City Manager to execute said contract, and
 - 3) Approving a budget allocation from the Transit Operations Fund (Transportation Development Act funds) to Budget Account No. 206-140-5221-131.
 - b.** Amend, modify, or reject the above option.

Attachments (2)

- 1) Resolution
- 2) Bid Summary

City of Paso Robles Public Works Department

BID OPENING FORM

PROJECT NAME: Monthly Cleaning Service for Transit Stops	PROJECT NO.: 05-16
BID OPENING DATE: Thursday, July 14, 2005	
BID OPENING TIME: 5:00 pm	

BIDDER/CONTRACTOR	BID AMOUNT
NCI Affiliates, Inc.	\$10,920.00
A Clear Perspective	\$12,744.00

BID OPENED BY: Wade Hatch & Sharilyn Ryan

RESOLUTION NO. 05-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
AWARDING A CONTRACT TO NCI AFFILIATES, INC. FOR MONTHLY CLEANING
OF ALL CITY TRANSIT STOPS AND APPROVING A BUDGET APPROPRIATION FROM THE
TRANSIT OPERATIONS FUND FOR SAID CONTRACT

WHEREAS, the City has 26 transit stops, which require routine cleaning to keep the stops functional and attractive; and

WHEREAS, bids were solicited for routine cleaning of all City transit stops; and

WHEREAS, the bid opening was held on July 14, 2005, with two bids received in the amounts of \$10,920 and \$12,744 per year; and

WHEREAS, the low bid of \$10,920 submitted by NCI Affiliates, Inc. was reviewed and deemed responsive; and

WHEREAS, the fiscal year 2006 operating budget does not contain a budget appropriation for this ongoing project.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby award a contract to NCI Affiliates, Inc. for monthly cleaning of City transit stops in the amount of \$10,900 per year and authorize the City Manager to execute said contract.

SECTION 2. The City Council of the City of El Paso de Robles does hereby approve a base budget adjustment in the amount of \$11,000 for this service contract from the Transit Operations Fund (Transportation Development Act funds) to Budget Account No. 206-140-5221-131.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 16th day of August 2005 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk