

Memorandum



DATE February 28, 2014

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Bids for Event Set-up and Janitorial Services at Kay Bailey
Hutchison Convention Center Dallas

The March 26, 2014 Council Agenda includes an item for your consideration to authorize a five-year service contract to provide event set up and janitorial services at the Kay Bailey Hutchison Convention Center Dallas to ACA Industries, Inc. dba American Maintenance, in the amount of \$ 21,253,314.

This contract being considered provides a flat rate for weekly janitorial services for the Kay Bailey Hutchison Convention Center Dallas and includes hourly rates for event set-up services as events are scheduled throughout the contract term. The set-up services will only be utilized when events are scheduled. The set-up services estimated amount represents approximately 81% or \$17,179,449 of the overall recommended amount. The remaining 19% or \$4,073,865 will be utilized to perform daily janitorial maintenance including supplies for the 2.2 million square feet of space that hosts in excess of one million visitors each year.

After receiving proposals, the City convened an evaluation team consisting of seven members to review each proposal and provide an overall recommendation based on the published criterion. The successful proposer was selected based on experience, pricing, staffing and business inclusion and development plan. The most advantageous proposer based on the provided evaluation criterion was American Maintenance.

American Maintenance currently provides similar janitorial and set-up services for the Orange County Convention Center (OCCC) and has provided services for that facility for over 10 years. The OCCC is the second largest convention center in the United States and has over 7 million square feet of convention space. American Maintenance management indicated the company would be relocating its Addison, Texas office to the City of Dallas within 60 days of contract award. With the exception of their senior leadership, all other positions will be locally hired.

American Maintenance will be utilizing Americas Corporate Building Maintenance, Inc., a certified M/WBE firm, to perform janitorial and set-up services in the amount of \$5,058,289 over the five year period.

Please let me know if you need additional information.



Forest E. Turner
Assistant City Manager

c: Honorable Mayor and Members of the City Council
A.C. Gonzalez, City Manager
Rosa A. Rios, City Secretary
Warren M.S. Ernst, City Attorney
Daniel F. Solis, Administrative Judge
Craig D. Kinton, City Auditor
Ryan S. Evans, Interim First Assistant City Manager

Jill A. Jordan, P.E., Assistant City Manager
Joey Zapata, Assistant City Manager
Charles M. Cato, Interim Assistant City Manager
Theresa O'Donnell, Interim Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Frank Libro, Public Information Officer
Elsa Cantu, Assistant to the City Manager