

Memorandum



DATE May 2, 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 the Kay Bailey Hutchison Convention Center Dallas

The May 14, 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 Andrews Building Service, Inc., in the amount of \$ 16,789,100.

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, event janitorial, and janitorial equipment and supplies for events that are scheduled throughout the contract term. The event set-up and event janitorial services will only be utilized when events are scheduled on an as needed basis. These estimated services represent approximately 70% or \$11,719,100 of the overall recommended amount. The remaining 30% or \$5,070,000 will be utilized to perform daily janitorial maintenance for the 2.2 million square feet of space that hosts over 200 events in excess of one million visitors each year.

Examples of the major components of the contract are:

- Weekly janitorial services:
 - Used for detail and deep cleaning to prepare for daily site visits, upcoming events, and unannounced guests
 - This includes shampooing carpet, stripping and sealing non carpeted surfaces, detailing escalators, windows, etc
- Event services including supplies and all equipment
 - Set-up
 - Preparing up to 1 million square feet of meeting space per client specifications
 - Changes from initial set-up that may include several meeting rooms to changes to accommodate up to 10,000 attendees
 - Event janitorial
 - All common space, restroom and lobbies require staffing due to the continual use
 - Exhibit Halls require staffing to keep aisles clear of debris and restrooms supplied and cleaned
 - Loading docks require staffing to manage waste/ recycling initiatives

After receiving bids, the City reviewed the apparent low bidder's submission and determined Andrews Building Services, Inc., the current provider, meets the minimum

specifications for this service. As an additional protection to the City, this service contract contains a bonding provision of 25% of the annual contract or \$839,455. This payment and performance bond will be in place prior to the final execution of the contract and is required to be renewed annually. Andrews Building Services, Inc., is current on all insurance and bonding requirements with the City.

The current contract for set-up and janitorial services is nearly out of funds and if this contract is not awarded on the May 14th, 2014 agenda we will require a short term contract to maintain operations for upcoming events.

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
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
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
Shawn Williams, Interim Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor & Council