

MEMO

TO: Finance Board

FROM: Burlington International Airport

DATE: December 29, 2011

SUBJECT: Finance Board Approval Request – Janitorial Services

The Burlington Airport seeks Finance Board and City Council approval for the following item related to the janitorial services at the airport:

Authorization to Contract with Global Industrial Services for \$2,121,000 for a three year contract for Janitorial Services. A public notice for Request for Proposals was issued seeking proposals from qualified janitorial service providers. Seven proposals were received and after a review process that included proposal review, reference checks and cost comparisons of hours of service provided. As part of the evaluation total cost for contract vs hours of contract in terms of full time equivalents (FTE) positions are taken into account. The cost for contract vs. FTE evaluation was used to rank the bidders because this shows the actual cost for the services per janitorial cleaner on site.

Based on the evaluation Global Services bid was selected as providing the overall lowest and most cost effective service our customers. This contractor had the lowest cost per FTE of the seven bidders. This contractor is the existing provider of janitorial services at the airport and has provided a proposal that increases our current hours of service at a lower cost then budgeted amount in FY12 for these services.

Funding for this contract is included in the airports existing budget under line codes 65350 Janitorial Services and 71120 Janitorial Supplies

The Airport Commission was briefed on this proposed award of contract on December 28, 2011.

Thank you for your consideration and a draft resolution is attached.

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**AUTHORIZATION TO CONTRACT FOR
JANITORIAL SERVICES AT
BURLINGTON INTERNATIONAL AIRPORT**

In the year Two Thousand Twelve.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the City of Burlington (“City”) owns and operates the Burlington International Airport in South Burlington, Vermont (“Airport”); and

WHEREAS, The Director of Aviation has determined that entering into a contract for janitorial services for the Airport’s terminal building and associated areas of the Airport will be in the best interest of the City, the traveling public and public airport purposes; and

WHEREAS, the Director of Aviation, has determined after appropriate bid process that it is in the best interest of the Airport to contract for said janitorial services with a business known as Global Services pursuant to a three year contract in the overall amount of Two Million One Hundred Twenty One Thousand Dollars (\$2,121,000.00) (“Agreement”), to be paid for with Airport operating revenues as budgeted,

NOW THEREFORE BE IT RESOLVED that upon the January 9, 2012 recommendation of the Board of Finance, the Interim Director of Aviation, Robert McEwing, be and hereby is authorized to negotiate and execute the Agreement and any documents necessary to facilitate the Agreement, subject to any applicable City Purchasing Procedure and to prior review by the Chief Administrative Officer and the City Attorney, as appropriate.

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**AUTHORIZATION TO CONTRACT FOR
JANITORIAL SERVICES AT
BURLINGTON INTERNATIONAL AIRPORT**

NAME/PURPOSE OF CONTRACTS:	Janitorial Services
ADMINISTRATING DEPARTMENT:	Airport
CONTRACT AMOUNTS:	\$2,121,000
CONTRACT TERM:	Per Agreement
SOURCE OF FUNDS:	Airport Operating Revenues
FISCAL YEAR:	2012
ACCOUNT NAME:	
ACCOUNT NUMBER:	65350 / 71120
200020-78; Resolution –Authorization re Janitorial Services	