



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 12/03/2019

SUBJECT: **BID NO. 2020-007 - ANNUAL CONTRACT FOR WINDOW WASHING SERVICES - FACILITIES MANAGEMENT - COLLINS GLASS WORKS, LLC, D/B/A COLLINS WINDOW CLEANING - PER UNIT PRICE**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award Bid No. 2020-007, Annual Contract for Window Washing Services, for Facilities Management, to Collins Glass Works, LLC, d/b/a Collins Window Cleaning at the per unit price.

BACKGROUND:

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Two hundred fifty-four (254) vendors were contacted and requested to participate in this bid process. All documents pertaining to this bid were posted on the Tarrant County website and were downloaded by interested bidders. A pre-bid conference held on October 22, 2019 was attended by six (6) vendors as well as representatives from Facilities Management and Purchasing. Three (3) bids and two (2) no-bids were received.

Bids were evaluated by Facilities Management and Purchasing representatives. Award recommendation is to the low bid meeting specifications. The bid from Jack and Joe's Window Cleaning, Inc., d/b/a Squeegee Squad was deemed non-responsive for failing to submit signed Addendum 1 as required. The bid from Fort Worth Window Washing, Inc. was deemed non-responsive for failing to submit Addendum pages 46 and 52 with pricing as required. The low bid received from Collins Glass Works, LLC, d/b/a Collins Window Cleaning meets all specifications and is acceptable to Facilities Management.

The term of the contract is twelve (12) months, effective January 15, 2020, with two (2) options for renewal periods of twelve (12) months each.

Therefore, it is the joint recommendation of Facilities Management and Purchasing that Bid No. 2020-007, Annual Contract for Window Washing Services, be awarded to Collins Glass Works, LLC d/b/a Collins Window Cleaning at the per unit price.

FISCAL IMPACT:

Expenses for last year were approximately \$104,145.00. Services are provided on an as-needed basis.

SUBMITTED BY: Purchasing

PREPARED BY: Rita Pauley, CPO

APPROVED BY: