

**CITY OF TEMPE
REQUEST FOR COUNCIL ACTION**

**Council Meeting Date: 08/04/2016
Agenda Item: 5B7**

ACTION: Approve a one-year contract renewal with A Mind for Detail, Inc. for bus stop, shelter, and transit center cleaning services for use by the Transportation Division of the Public Works Department.

FISCAL IMPACT: Total cost of this contract will not exceed \$450,000 during the one-year renewal period. Sufficient funds have been appropriated in the Transit Fund cost centers 3914 (Transit Operations) and 3917 (Bus Stop & Bikeway Maintenance) for the anticipated expenditures in the current fiscal year.

RECOMMENDATION: Approve the contract renewal.

BACKGROUND INFORMATION: (T12-120-01) City Council originally approved the award of the contract on September 6, 2012 for an initial one-year period with four, one-year renewal options. This renewal request is the fourth of four available renewal options.

This contract is for the cleaning of Tempe’s bus stops, shelters, and transit centers. Cleaning services include the removal of trash and litter, graffiti removal and repainting, power washing, light maintenance, and treatment of insect infestations. The bus stops, shelters, and transit centers are the gateway or “lobby” of the transit system. To maintain and attract riders to the transit system, bus stops need to be clean, safe, easy to use, and well maintained.

A Mind for Detail, Inc. is responsible for cleaning 785 Tempe bus stops and two transit passenger centers located at the Tempe Transportation Center and the Rural Road/University Drive Transit Center. Tempe Marketplace is responsible for all cleaning services for the transit facilities located on their property.

Contractor Performance

The performance of the contractor was rated by City staff as follows:

Criteria	A Mind for Detail, Inc.
Personnel are responsive, cooperative and available	A
Overall quality of products or services delivered	A
Timeliness of performance	A
Quality of follow-up in resolving complaints or problems	A
Firm’s promptness in submitting accurate invoices	A

A = Exceeds standards; B = Meets standards; C = Below standards

Pricing

A Mind for Detail, Inc. has agreed to renew the contract with no price increase.

ATTACHMENTS: N/A

STAFF CONTACT(S): Shelly Seyler, Deputy Public Works Director - Transportation/Traffic Engineering, (480) 350-8854

Department Director: Renie Broderick, Internal Services Director
Legal review by: David Park, Assistant City Attorney
Prepared by: Lisa Goodman, CPPO, Procurement Officer