



Date: May 11, 2021
Current Meeting: May 20, 2021
Board Meeting: May 27, 2021

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Senior Director of Facilities and Preventative Maintenance Paul Williams
SUBJECT: Consideration and Approval of an Amendment for RFP 19-07-327 Deep Cleaning Janitorial Services at Julia M. Carson Transit Center (CTC)

ACTION ITEM A – 6

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, we ask the Board to authorize the President/CEO to enter a contract amendment with Pristine Image International, LLC for the remaining term of this contract for an amount not to exceed \$ 256,834.

BACKGROUND:

The Facilities Department is tasked with cleaning and maintaining a safe and sanitary CTC for the community and our employees. IPTC has been using outside vendors to help IPTC staff with the daily cleaning at the CTC since 2016. Pristine Image International, LLC has been performing a large part of these cleaning duties.

DISCUSSION:

IPTC followed the standard procurement procedure for obtaining an electronic quote based upon a work scope for the complete cleaning of the Transit Center from Pristine Image International LLC on March 10, 2021. Current cleaning duties are comprised of two vendors and IPTC staff. By amending cleaning duties to consolidate under one vendor, IPTC expects to save over \$ 250,000 and allow vacancy at 1501 to be filled. In addition, no IPTC employees will lose their jobs. Instead, IPTC employees will report to the 1501 West Washington street location to help with the general labor vacancies, including janitorial and fleet service duties.

ALTERNATIVES:

The Board could choose not to enter a contract amendment for these services, and IPTC could continue to self-perform work, the cost savings would not be realized.

FISCAL IMPACT:

The funding source for this service is from the operations budget.

DBE DECLARATION:

Pristine Image International, LLC is certified as an MBE/WBE with the City of Indianapolis Office of Minority and Women Business Development. The vendor will be self-performing 100% of the total project.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Service Committee on May 20, 2021.