



Date of Memo: October 27, 2023
 Current Meeting: November 09, 2023
 Board Meeting: November 16, 2023

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Senior Director of Preventative Maintenance and Facilities Paul Williams
SUBJECT: Consideration and approval of RFP 23-07-483 Canopy & Window Cleaning Contract

ACTION ITEM A-3

RECOMMENDATION:

In a manner consistent with IndyGo contract award standards, we ask the Board to authorize the President / CEO to enter a contract with S&K Building Services, Inc. for two years with two one-year options for the canopy and window cleaning for an amount not to exceed \$662,402 for the life of the contract including the options.

BACKGROUND:

The canopy and window cleaning contract provides the following services at the Carson Transit Center and East Campus:

East Campus:

- Washing and cleaning the main entryway windows, door frames, and windbreaks (monthly service).
- Washing and cleaning the vestibule and secondary entryways (monthly service).
- Interior window and frame cleaning (annual service).

Carson Transit Center:

- Cleaning all ground floor windows, entryway doors, and frames, internal and external (six times per year).
- Washing all interior and exterior metal panels and wipe dry (monthly).
- Canopy bus loading areas, cleaning top and underside glass and frames from the ground up (six times per year).

DISCUSSION:

IPTC procurement department advertised and released an RFP document in July with proposals due on August 25th. S&K Building Services, Inc. was the only bid received within the cost estimate and met all requirements of the evaluation committee.

Cost breakdown per location:

Carson Transit Center

Year 1 \$49,140
 Year 2 \$51,597
 Option Year 1 \$54,176
 Option Year 2 \$56,886

East Campus

Year 1 \$8,650
 Year 2 \$9,083
 Option Year 1 \$9,537
 Option Year 2 \$10,013

S&K Building Services has been providing these cleaning services for the Carson Transit Center, and we expanded the cleaning service contract to include the East Campus.

ALTERNATIVES:

The board could choose not to approve the item, and procurement would restart the RFP process.

FISCAL IMPACT:

This contract is funded from the Operating budget.

DBE/XBE DECLARATION:

Nishida Services, Inc. certified MBE will perform 20% of total contract work as a subcontractor.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on November 09, 2023.