



## MEMORANDUM

**TO:** Mayor and City Council Members

**CC:** Marc A. Ott, City Manager  
Larry Weis, General Manager

**FROM:** Kerry Overton, Deputy General Manager

**DATE:** March 20, 2012

**SUBJECT:** Item 57 on March 22, 2012 Council Agenda re Janitorial Services Contract

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On March 1, 2012, a Recommendation for Council Action was submitted to Austin City Council to authorize the award, negotiation and execution of a 24-month requirements service contract with American Facility Services (AFS) to provide janitorial services at various Austin Energy locations in an estimated amount not to exceed \$1,057,024, with three 12-month extension options not to exceed \$2,959,667. Council requested that Austin Energy explore available options with respect to how janitorial services are provided to its facilities.

The Building Services Department (BSD) conducted an audit of Austin Energy facilities to determine the scope and cost if BSD were to be the competitive alternative to AFS for providing janitorial services. Based on our analysis, on a competitive bid basis, contracting with AFS will save the City approximately \$1.3 million over 5 years.

Please see attached report for our detailed analysis.