SUMMARY STATEMENT

ITEM NO.            SUBJECT: Custodial Services for One Port Center Building

COMMITTEE:     Operations & Maintenance

COMMITTEE MEETING DATE:       June 13, 2007

BOARD ACTION DATE:    July 18, 2007

PROPOSAL:  That the Board authorizes staff to negotiate a contract with Bravo! Building Services of Piscataway New Jersey for custodial services at the DRPA Corporate Headquarters building known as “One Port Center” in the amount not to exceed $120,000.

PURPOSE:     To provide custodial services for One Port Center in Camden, New Jersey.

BACKGROUND:  The contract for the current custodial provider for OPC has been in effect since January 1, 2003, and expired on December 31, 2005, and currently is on a month to month basis.

A Request for Proposal was prepared in order to determine current market costs. Eighteen companies responded, seventeen submitted proposals of which sixteen were reviewed as meeting the requirements of the RFP. These proposals ranged from a low of $112,876 to a high of $338,316 for the same set of requirements. The current contract costs are approximately $165,000 annually.

The proposals were reviewed by management and an outside consultant to analyze the differences between the companies. References were checked and it was determined that Bravo! Building Services, the second lowest bidder, had the qualifications to provide the best level of service.

The contract term will be for a period of three years with the right to terminate at any time on thirty days notice. The second and third years’ cost will be adjusted if there are changes in the rates for minimum wages.
SUMMARY STATEMENT

Custodial Services for One Port Center

O&M 07/18/2007

Building

SUMMARY:

Amount: $120,000
Source of Funds: Operating Expense budget for OPC
Capital Project #: N/A
Operating Budget: 2007 Operating Budget
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: Three Year
Other Parties Involved: N/A
RESOLUTION

RESOLVED: That the Board authorizes staff to negotiate a contract with Bravo! Building Services of Piscataway New Jersey for custodial services at the DRPA Corporate Headquarters building known as “One Port Center” in the amount not to exceed $120,000 in accordance with specifications; and be it further

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY:

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<tr>
<th>Category</th>
<th>Details</th>
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<tbody>
<tr>
<td>Amount</td>
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<tr>
<td>Source of Funds</td>
<td>OPC Operating Expense Budget</td>
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<td>Operating Budget</td>
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