SUMMARY STATEMENT

ITEM NO.: DRPA-14-124    SUBJECT: Additional Funding to Current Watts Window Cleaning and Janitorial Co., Inc. Contract

COMMITTEE:     Operations & Maintenance

COMMITTEE MEETING DATE:   October 1, 2014

BOARD ACTION DATE:    October 16, 2014

PROPOSAL:  That the Board authorizes staff to add additional funding to the current contract for WATTS Window Cleaning and Janitorial Co. Inc., of Philadelphia, PA, for emergency custodial services at the four (4) DRPA Bridge Facilities in the amount of $10,000.00 ($5,000.00 per year for the remainder of the contract).

PURPOSE:  To provide emergency, after normal hours custodial services for Bridge Administration buildings and toll booths at each of the four bridges.

BACKGROUND:  DRPA entered into a three (3) year contract with WATTS Window Cleaning and Janitorial Co. Inc., of Philadelphia, to provide janitorial services for all DRPA Bridges. The contract’s effective date was November 1, 2013 and the expiration date is October 31, 2016. The previously approved three year contract amount is $777,612.00.

The scope of work under this contract included all labor, equipment and supplies to provide janitorial services at the bridge facilities on a five day per week basis as well as periodic special cleaning services during the course of a year (i.e. carpets, windows, floor strip / wax, 3-day holiday weekends). The contract currently does not include funds to cover unforeseen circumstances/emergencies that may occur after normal working hours.

In order not to exhaust the current contract funds, adding an additional $10,000.00 will allow for approximately 2 emergency, after hours call-in cleaning services per year for each bridge over the remaining term. Below is the break-down of the cost:

$38.00 per hour – 1 person - if WATTS employee is already on site.
$75.00 per hour – 1 person – if WATTS employee is not on site.

The additional funding would bring the contract amount to $269,204 annually.

SUMMARY:  Amount:   $10,000.00
SUMMARY STATEMENT
O&M Committee 10/01/14

Window Cleaning and Janitorial Co., Inc.

Additional Funding to Current WATTS Contract

Source of Funds: Revenue Fund
Operating Budget: 2014 through 2016 Operating Budgets
Capital Project #: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: Remaining Two (2) Years
Other Parties Involved: N/A
RESOLVED: That the Board authorizes staff to add additional funding to the current contract for WATTS Window Cleaning and Janitorial Co. Inc., of Philadelphia, PA, for emergency, after normal hours custodial services at the four (4) DRPA Bridge Facilities in the total amount of $10,000.00 ($5,000.00 per year for the 2 year remainder of the 3 year contract).

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:
Amount: $10,000
Source of Funds: Revenue Fund
Operating Budget: 2014 through 2016 Operating Budgets
Capital Project #: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: Remaining Two (2) Years
Other Parties Involved: N/A