



City and Borough of Sitka

PUBLIC WORKS

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MEMO

To: Mayor McConnell, Assembly members
Mark Gorman, Administrator

Through: Jay Sweeney, Finance Director *[Signature]*

From: Michael Harmon, Public Works Director
Gary Baugher, O&M Superintendent
Chris Wilbur, Facilities Manager *CTW for GB*

Date: May 20, 2014

Subject: Airport Janitorial Contract

Per CBS Procurement Policy and Procedures, procurement of supplies and services, capital outlays, projects and fixed assets over \$50,000 must be approved by the Department Head, Administrator and Assembly.

Background

The current Janitorial contract for the Airport Terminal Building expires on June 30, 2014. The new contract period is three (3) years. This contract was advertised and went out for bid according to City and Borough of Sitka (CBS) Procurement Policy and Procedures on April 16, 2014. It was advertised in the Sitka Sentinel three times. There was only one responsive bidder for the Airport. The bid price is less than we are currently paying for the service and less than the amount budgeted in the FY 15 budget.

CBS received one responsive bid for the **Airport**:

Malo's Janitorial	\$5,906/Mo	\$70,872/Yr
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Financial Note

There is \$82,390 in the FY15 **Airport** budget for the janitorial contract.

Recommendation

Award bid to Malo's Janitorial for a three year contract at the **Airport** for \$70,872 per year.
Account number: 250-600-630-5212.000