Authorize a six-month extension for janitorial cleaning services for the George Allen Sr. Courts Building, Records Building Complex, and Administration Building under contract 2016-020-6557 with UBM Enterprise, Inc. for the Period of March 19, 2020 through September 16, 2020 - Estimated amount $256,298.

Briefing Date: Mar 3 2020  
Funding Source: Purchasing  
Originating Department: Purchasing  
Prepared by: Abri-Gayle Sterlacci, Contract Specialist  
Recommended by: Michael Frosch, Director of Purchasing

BACKGROUND INFORMATION:  
The six-month contract extension does not encumber funds; the purpose of this contract extension is to continue firm pricing for janitorial services, for a six month period, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This extension allows collaboration between departments to finalize specifications and issue a request for proposals to solicit janitorial services for all facilities within the County. Additionally, this extension will allow for janitorial services to continue at George Allen Sr. Courts Building, Records Building Complex, and Administration Building under the same terms and conditions of the original contract.

The final specifications are anticipated to be briefed to the Commissioners Court consideration on your March 24, 2020 agenda.

Prior Action

On November 1, 2016 with Court Order 2016-1384 Commissioners Court awarded contract 2016-020-6557 to UBM Enterprise, Inc. for Janitorial Services for George Allen Sr. Courts Building, Records Building Complex and Administration Building. The original contract term was one year with 2 one year renewals. Both renewals were exercised under Court Orders 2017-1552 and 2018-1260.

OPERATIONAL IMPACT:  
N/A

FINANCIAL IMPACT:  
Facilities Department - Current Funds - estimated six month extension - $256,298

LEGAL IMPACT:
PROJECT SCHEDULE:
The authorized extension is from March 19, 2020 through September 16, 2020.

SBE PARTICIPATION:
This contract was awarded under the M/WBE program, SBE does not apply. UBM Enterprise, Inc., is a certified M/WBE.

ADMINISTRATIVE PLAN COMPLIANCE:
County Administrative Plan Vision No. 1 as it strives to make “Dallas County is operationally a model governmental entity”. Continuation of this service contract provides needed support to several Dallas County locations.

RECOMMENDATION:
Authorize a six-month extension for janitorial cleaning services for the George Allen Sr. Courts Building, Records Building Complex, and Administration Building under contract 2016-020-6557 with UBM Enterprise, Inc. for the Period of March 19, 2020 through September 16, 2020 - Estimated amount $256,298.

MOTION:
On a motion made by TBD, and seconded by TBD, the following order will be voted on by the Commissioners Court of Dallas County, State of Texas:

Be it resolved and ordered that the Dallas County Commissioners Court does hereby authorize a six-month extension for janitorial cleaning services for the George Allen Sr. Courts Building, Records Building Complex, and Administration Building under contract 2016-020-6557 with UBM Enterprise, Inc. for the Period of March 19, 2020 through September 16, 2020 - Estimated amount $256,298.

CONTRACT DETAILS:

<table>
<thead>
<tr>
<th>Contract Title:</th>
<th>2016-020-6557</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>Janitorial Services</td>
</tr>
<tr>
<td>Transaction Type:</td>
<td>Change/Amendment</td>
</tr>
<tr>
<td>Contract Number:</td>
<td>2016-020-6557</td>
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<tr>
<td>Start Date:</td>
<td>March 19, 2020</td>
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<tr>
<td>Vendor:</td>
<td>UBM Enterprise</td>
</tr>
</tbody>
</table>

ATTACHMENTS:
2016-020-6557
February 20, 2020

UBM Enterprise Inc.
Attn.: Nancy Kim
11102 Ables Ln.
Dallas, Texas 75229


Dear Ms. Nancy Kim,

The aforementioned contract between Dallas County and UBM Enterprise, Inc. hold over period is expiring on March 19, 2020. The Dallas County Purchasing Department would like to extend the current contract for an additional six (6) month period under the terms and conditions set forth in the original contract award.

If you are interested in extending the current contract, please complete the form below and return it no later than January 17, 2020. If you desire to extend this contract we will also need an updated EEO1 form, insurance certificate and 1295 Form. (Forms are attached)

Please check one:

Yes ___ X ___ I agree to extend the contract with Dallas County at the original terms and agreements of aforementioned contract for a six (6) month period (March 19, 2020 through September 16, 2020)

No ______ I cannot extend the contract beyond March.

Signed by:  
Nancy Kim

Company Name:  
UBM Enterprise, Inc.

Email:  
nancy.kim@ubmhq.com

Should you have any questions, please feel free to contact my office.

Sincere regards,

Abri Sterlacci
Contract Specialist
Dallas County Purchasing Department
Ph#214-653-7763

Rev. 1
3.11.19
Extension Ltr. to Vendor