



Travis County Commissioners Court Agenda Request

Meeting Date: April 17, 2012

Prepared By/Phone Number: Loren Breland, 854-4854

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve Modification no. 1 to Contract no. 12T00071LD, Villeda Building Service, for Janitorial Services TNR Locations

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.

This modification will add janitorial services for the TNR Satellite 4 Main Office Building. Service to be added is twice per week service, \$315.17 per month.

- **Contract Expenditures:** Within the last 2 months \$1,913.68 has been spent against this contract/requirement.

- **Contract Modification Information:**

Modification Amount: \$3,800.00

Modification Type: Add Service at TNR Satellite 4

Modification Period: May 1, 2012 – February 23, 2013

- **Funding Information:**

Purchase Requisition 556490 in H.T.E.

Funding Account(s):

Comments:

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

Bonnie



**TRANSPORTATION AND NATURAL RESOURCES
STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE**

411 West 13th Street
Executive Office Building, 11th Floor
P. O. Box 1748
Austin, Texas 78767
(512) 854-9383
FAX (512) 854-4697

March 26, 2012

MEMORANDUM

TO: Cyd Grimes, County Purchasing Agent
Carol B. Jones
FROM: Steven M. Manilla, P.E., County Executive
SUBJECT: Modification of Contract 12T00071LD
Janitorial Services – TNR Locations

TNR recommends that the above mentioned contract be modified to add janitorial services for the TNR Satellite 4 Main Office Building. Attached is a quote from the current contract vendor to add the services twice per week. The modification will result in an estimated increase of \$3,800 per year.

The commodity/sub-commodity code for Janitorial Services is 910/039. The primary line items will be 099-4941-621-6099 and 001-4945-631-6099.

CJ If you need additional information, please contact Christina Jensen at 854-7670.

CJ:SMM:cj

RECEIVED
MAY 8 2012
TRAVIS COUNTY
PURCHASING OFFICE

**TRAVIS COUNTY
Purchase Requisition**

Number : 0000556490
 Type : 1 PURCHASE REQUISITION
 Status : READY FOR BUYER PROCESS
 Reason : ATTN: LOREN PENDING CONTRACT MODIFICATION
 By : JON PEEPLES 854-9383
 Date : 4/05/12
 Vendor : 78990 VILLEDA BUILDING SERVICE LLC
 Contract nbr :
 Ship to : I5 TNR - SATELLITE FOUR
 Deliver by date : 4/05/12
 Buyer :
 Fiscal year code . . . : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

5=Display 8=Item extended description

Opt Line#	Quantity	UOM	Description	Unit Cost	Ext. Cost
1	5.00	MO	BASIC CLEANING ON SALLITE	315.1700	1575.85

COMMENTS EXIST

F3=Exit F7=Alternate view
F10=Approval info F12=Cancel F20=Comments

Total: 1575.85
F9=Print

MODIFICATION OF CONTRACT NUMBER: 12T00071LD, Janitorial Services, TNR Locations**PAGE 1 OF 1 PAGES**

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: Loren Breland TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: April 3, 2012
ISSUED TO: Villeda Building Service, LLC 16804 Brewer Blackbird Drive Pflugerville, TX 78660 Attn: Alai Villeda	MODIFICATION NO.: <p style="text-align: center;">1</p>	EXECUTED DATE OF ORIGINAL CONTRACT: <p style="text-align: center;">February 14, 2012</p>
ORIGINAL CONTRACT TERM DATES: <u>02/25/2012 through 03/24/2013</u>		CURRENT CONTRACT TERM DATES: <u>02/25/2012 through 02/24/2013</u>

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: \$ _____ Current Modified Amount \$ _____

DESCRIPTION OF CHANGES: Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

Effective May 1, 2012 this contract is modified to add the Satellite 4 Main Office Building.

Satellite 4 Main Office Building Janitorial Services, Twice a Week Service \$315.17 per month.

Note to Vendor:
 [XX] Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.
 [] DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: _____

BY: _____
 SIGNATURE

BY: _____
 PRINT NAME

TITLE: _____
 ITS DULY AUTHORIZED AGENT

-
- DBA
-
-
- CORPORATION
-
-
- OTHER

DATE:

 TRAVIS COUNTY, TEXAS

BY: _____
 CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT

DATE:

 TRAVIS COUNTY, TEXAS

BY: _____
 SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

DATE: