1	BILL NO. S-12-03-14
2	SPECIAL ORDINANCE NO. S
3	AN ORDINANCE approving the awarding of ITB
4	#3494 - BUILDING MAINTENANCE AT CITIZENS SQUARE by the City of Fort Wayne, Indiana, by
5	and through its Department of Purchasing and NAI HARDING DAHM for the PROPERTY
6	MANAGEMENT DEPARTMENT.
7	NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL
8	OF THE CITY OF FORT WAYNE, INDIANA;
9	SECTION 1. That ITB #3494 - BUILDING MAINTENANCE AT
10	CITIZENS SQUARE between the City of Fort Wayne, by and through its
11	
12	Department of Purchasing and NAI HARDING DAHM for the PROPERTY
13	MANAGEMENT DEPARTMENT, respectfully for:
14	Building Maintenance Contract for Citizens Square (nine (9) month contract);
15	
16	involving a total cost of ONE HUNDRED TWELVE THOUSAND, THREE
17	HUNDRED TWENTY AND 00/100 DOLLARS - (\$112,320.00) all as more
18	particularly set forth in said ITB #3494 - BUILDING MAINTENANCE AT
19	CITIZENS SQUARE which is on file in the Office of the Department of
20	Purchasing, and is by reference incorporated herein, made a part hereof, and
21	is hereby in all things ratified, confirmed and approved.
22	a servery we am uninger takined, committed and approved.
23	
24	
25	
26	
27	
28	1
29	

1	
2	SECTION 2. That this Ordinance shall be in full force and effect
3	
4	from and after its passage and any and all necessary approval by the Mayor.
5	
6	
7	
8	Council Member
9	
10	APPROVED AS TO EORM AND LEGALITY
11	APPROVED AS TO FORM AND LEGALITY
12	
13	
14	Carol Helton, City Attorney
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	

REF. NO.:

3494

DEPT:

Property Management

DATE:

3/8/12

ITEM/SERVICE:

Building Maintenance

at

Citizens Square

ADVERTISED BID:

YES

DATES ADVERTISED:

1/31/12 & 2/7/12

DATE OPENED:

2/28/12

SINGLE SOURCE:

No

NO. OF VENDORS NOTIFIED:

NO. OF VENDORS RECEIVING BID:

NO. OF VENDORS RETURNING BID:

NO. OF VENDORS DISQUALIFIED:

DATE SENT TO DEPT FOR RECOMM: 2/28/12

DATE RECOMM RECEIVED BACK:

3/13/12

DATE SENT TO LAW DEPT:

3/14/12

INTRODUCTION DATE:

3/27/12

DISCUSSION DATE:

4/3/12

PASSAGE DATE:

4/10/12

ITB #3494- Building Mais	ntenanc	e								
2/28/2012				, , , , , , , , , , , , , , , , , , ,						
VENDOR	Mainte	nance Mgmt	Havel		Hardin	ng Dahm				
Maintenance Tech #1/hr	\$	58.00	\$	51.50	\$	42.00	:			
Maintenance Tech #2/hr	\$	38.00	\$	38.50	\$	30.00				
Annual Cost	\$	195,072.00	\$	187,200.00	\$112,3	320.00 (9 mos)				
				·····					:	 ~~~
				1				15-1-1		
						THE RESIDENCE OF PROPERTY AND AND PROPERTY OF PROPERTY OF THE PARTY OF				
		THE								
										
										 ·
	1									

COUNCIL DIGEST SHEET

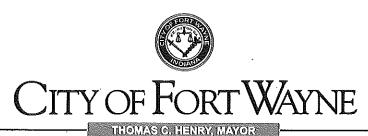
Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

R	FP:	8	\mathbf{RI}	DS

RFPs & BIDS	
Bid/RFP#	ITB #3494
Awarded To	NAI HARDING DAHM
Amount	\$112,320.00 (9 MONTHS)
Conflict of interest on file?	X Yes
Number of Registrants	5
Number of Bidders	3
Required Attachments	RFPs – attach Award Matrix; Bids – attach Tab Sheet
EXTENSIONS	
Date Last Bid Out	
# Fortanciana Chantal	
# Extensions Granted To Date	
To Date SPECIAL PROCUREM	ENT
To Date SPECIAL PROCUREM Contract #/ID	ENT :
To Date SPECIAL PROCUREM Contract #/ID (State, Federal,	ENT
To Date SPECIAL PROCUREM Contract #/ID (State, Federal, PiggybackAuthority)	ENT
To Date SPECIAL PROCUREM Contract #/ID (State, Federal,	ENT
To Date SPECIAL PROCUREM Contract #/ID (State, Federal, PiggybackAuthority) Sole Source/	ENT
SPECIAL PROCUREM Contract #/ID (State, Federal, PiggybackAuthority) Sole Source/ Compatibility Justification	
SPECIAL PROCUREM Contract #/ID (State, Federal, PiggybackAuthority) Sole Source/ Compatibility Justification BID CRITERIA (Take Bu	ENT y Indiana requirements into consideration.)
SPECIAL PROCUREM Contract #/ID (State, Federal, PiggybackAuthority) Sole Source/ Compatibility Justification BID CRITERIA (Take Bu Most Responsible,	ry Indiana requirements into consideration.)
SPECIAL PROCUREM Contract #/ID (State, Federal, PiggybackAuthority) Sole Source/ Compatibility Justification BID CRITERIA (Take Bu	
SPECIAL PROCUREM Contract #/ID (State, Federal, PiggybackAuthority) Sole Source/ Compatibility Justification BID CRITERIA (Take Bu Most Responsible,	ry Indiana requirements into consideration.)

COUNCIL DIGEST SHEET

COST COMPARISON	
Increase/decrease amount from prior years For annual purchase (if available)	
DESCRIPTION OF PR	
Identify need for project &	
describe project; attach	
supporting documents as	
necessary.	
REQUEST FOR PRIO	•
Provide justification ij prior approval is being	
requested.	
7.	
	*
FUNDING SOURCE	
Account Information.	0002BER3-536P
management of the control of the con	



Property Management Department 200 E. Berry St., Suite 490 Fort Wayne, IN 46802 (260) 427-2673 Fax: (260) 427-1393

March 12, 2012

City Council Members City of Fort Wayne

RE:

ITB #3494

Building Maintenance at Citizens Square

NAI Harding Dahm

Dear Council Members:

On February 28, 2012 the City of Fort Wayne received three (3) quotes for the Building Maintenance Contract at Citizens Square. NAI Harding Dahm had the lowest quote per our specifications for a cost of \$112,320.00 for a nine month contract.

We are asking for City Council approval of this contract. The funds for these expenditures will be appropriated out of Fund 0002BER3-536P.

If you have any questions on the above, please feel free to contact me at 427-2673.

Sincerely,

Jack W. Willis, P.E. Property Manager Energy Manager