

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**
5 **SQUARE** by the City of Fort Wayne, Indiana, by
6 and through its Department of Purchasing and
7 **NAI HARDING DAHM** for the **PROPERTY**
8 **MANAGEMENT DEPARTMENT.**

9 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL**
10 **OF THE CITY OF FORT WAYNE, INDIANA;**

11 **SECTION 1.** That ITB #3494 - BUILDING MAINTENANCE AT
12 CITIZENS SQUARE between the City of Fort Wayne, by and through its
13 Department of Purchasing and NAI HARDING DAHM for the PROPERTY
14 MANAGEMENT DEPARTMENT, respectfully for:

15 Building Maintenance Contract for Citizens Square (nine (9)
16 month contract);

17 involving a total cost of ONE HUNDRED TWELVE THOUSAND, THREE
18 HUNDRED TWENTY AND 00/100 DOLLARS – (\$112,320.00) all as more
19 particularly set forth in said ITB #3494 - BUILDING MAINTENANCE AT
20 CITIZENS SQUARE which is on file in the Office of the Department of
21 Purchasing, and is by reference incorporated herein, made a part hereof, and
22 is hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Carol Helton, City Attorney

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:	3
NO. OF VENDORS RECEIVING BID:	3
NO. OF VENDORS RETURNING BID:	3
NO. OF VENDORS DISQUALIFIED:	0
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

2/28/2012

[illegible]

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.

RFPs & BIDS

Bid/RFP #	ITB #3494
Awarded To	NAI HARDING DAHM
Amount	\$112,320.00 (9 MONTHS)
Conflict of interest on file?	☒ Yes ☐ No
Number of Registrants	5
Number of Bidders	3
Required Attachments	RFPs – attach Award Matrix; Bids – attach Tab Sheet

EXTENSIONS

Date Last Bid Out	
# Extensions Granted To Date	

SPECIAL PROCUREMENT

Contract #/ID (State, Federal, Piggyback--Authority)	
Sole Source/ Compatibility Justification	

BID CRITERIA *(Take Buy Indiana requirements into consideration.)*

Most Responsible, Responsive Lowest	☒ Yes ☐ No <i>If no, explain below</i>
If not lowest, explain	

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	DECREASE \$11,000 ANNUALLY FROM THE ORIGINAL RFP.
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	BUILDING MAINTENANCE AT CITIZENS SQUARE

REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	

FUNDING SOURCE

<i>Account Information.</i>	0002BER3-536P



CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

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,

A handwritten signature in black ink that reads "Jack Willis".

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

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