

BILL NO. S-13-01-18

SPECIAL ORDINANCE NO. S-_____

AN ORDINANCE approving the awarding of
EXTENSION OF ITB #3494 - BUILDING
MAINTENANCE AT CITIZENS SQUARE
CONTRACT by the City of Fort Wayne, Indiana, by
and through its Department of Purchasing and
NAI HARDING DAHM for the PROPERTY
MANAGEMENT DEPARTMENT.

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

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

extension of ITB #3494 - BUILDING MAINTENANCE AT
CITIZENS SQUARE CONTRACT FOR 2013;

involving a total cost of ONE HUNDRED FORTY-NINE THOUSAND, SEVEN
HUNDRED SIXTY AND 00/100 DOLLARS - (\$149,760.00) all as more
particularly set forth in said EXTENSION OF ITB #3494 - BUILDING
MAINTENANCE AT CITIZENS SQUARE CONTRACT which is on file in the
Office of the Department of Purchasing, and is by reference incorporated
herein, made a part hereof, and is hereby in all things ratified, confirmed and
approved.

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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:	1/16/13
INTRODUCTION DATE:	1/22/13
DISCUSSION DATE:	2/5/13
PASSAGE DATE:	2/12/13

ITB #3494- Building Maintenance
2/28/2012

VENDOR		Maintenance Mgmt Havel		Harding 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	\$112,320.00 (9 mos)



CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

Property Management Department
200 E. Berry St., Suite 490
Fort Wayne, IN 46802
(260) 427-1457
Fax: (260) 427-1393

January 15, 2013

City Council Members
City of Fort Wayne

RE: ITB #3494 – 2013 Extension
Building Maintenance at Citizens Square
NAI Harding Dahm & Co.

Dear Council Members:

NAI Harding Dahm & Co. approved an extension of the Building Maintenance Contract for a cost of \$149,760.00 from January 1, 2013 to December 31, 2013.

We are asking for City Council approval of this 2013 extension. The funds for these expenditures will be appropriated out of Fund 0002BER3-536K.

If you have any questions on the above, please feel free to contact me at 427-1457.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry C. Marquart", is written over a horizontal line.

Barry C. Marquart
Property Manager – 200 E. Berry St.

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CITIZENS SQUARE

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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	\$149,760.00 (12 MONTHS)
Conflict of interest on file?	☐ Yes ☐ No
Number of Registrants	5
Number of Bidders	3
Required Attachments	

EXTENSIONS

Date Last Bid Out	APRIL 2012
# Extensions Granted To Date	1

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>	
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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>	0002BER3-536K