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## 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.

| SECTION 2. That this Ordinance shall be in full force and effect            |
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| from and after its passage and any and all necessary approval by the Mayor. |
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| Council Member  |
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| ADDDOVED AS TO FORM AND LITTLE  |
| APPROVED AS TO FORM AND LEGALITY  |
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| Carol Helton, City Attorney   |
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REF. NO.:

DEPT: Property Management

DATE: 3/8/12

ITEM/SERVICE: Building Maintenance at

3494

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

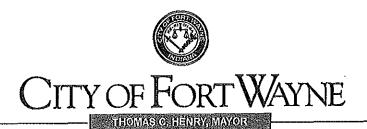
INTRODUCTION DATE: 1/22/13

DISCUSSION DATE: 2/5/13

PASSAGE DATE: 2/12/13

| ITB #3494- Building Mair<br>2/28/2012            | ntenance                               |                                       |                      | 1 1 had arabid   |  |
|--|--|---------------------------------------|----------------------|--|--|
| VENDOR   | Maintenance Mgmt                       | Havel                                 | Harding Dahm         |  |  |
| Maintenance Tech #1/hr<br>Maintenance Tech #2/hr | \$ 58.00<br>\$ 38.00                   | \$ 51.50<br>\$ 38.50                  | \$ 42.00<br>\$ 30.00 |  |  |
| Annual Cost                                      | \$ 195,072.00                          | 187,200.00                            | \$112,320.00 (9 mos) |  |  |
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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,

Barry C, Marquart

Property Manager – 200 E. Berry St.

## 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          | 1  |
| To Date                       |  |
| SPECIAL PROCUREM              | ENT  |
| Contract #/ID                 |  |
| (State, Federal,              |  |
| PiggybackAuthority)           |  |
| Sole Source/                  |  |
| Compatibility Justification   |  |
| BID CRITERIA (Take Bu         | ry Indiana requirements into consideration.) |
| Most Responsible,             |  |
| Responsive Lowest             | X Yes  \Box \text{If no, explain below}      |
| If not lowest, explain        |  |

## COUNCIL DIGEST SHEET

| COST COMPARISON  |   |
|--|---|
| Increase/decrease amount   |   |
| from prior years   |   |
| For annual purchase  |   |
| (if available).  |   |
|  |   |
| DESCRIPTION OF PRO   | OJECT / NEED                            |
| Identify need for project &  | BUILDING MAINTENANCE AT CITIZENS SQUARE |
| describe project; attach   |   |
| supporting documents as  |   |
| necessary.   |   |
|  |   |
| REQUEST FOR PRIOR  Provide justification if prior approval is being requested. | APPROVAL                                |
| FUNDING SOURCE   |   |
| Account Information. 0   | 002BER3-536K                            |
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