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BILL NO. S-13-01-18

SPECIAL ORDINANCE NO. S- 6-13

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

Public Hearing Date, if applicable

Read the first time in full and on motion by Councilman *John Crawford*
Read the second time by title and referred to the *Finance Committee*
Committee. Read the third time in full and on motion by Councilman
Crawford, placed on passage by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	8		1	
BENDER	✓			
CRAWFORD	✓			
DIDIER	✓			
HARPER	✓			
HINES	✓			
JEHL			✓	
PADDOCK	✓			
SHOAFF	✓			
SMITH	✓			

DATED: *2-12-13* *Sandra E. Kennedy*
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as
(ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING) ORDINANCE
(RESOLUTION) NO. *S-6-13* on the *12th* day of
February, 2013

ATTEST: *Sandra E. Kennedy* SANDRA E. KENNEDY, CITY CLERK
Thomas F. Didier THOMAS F. DIDIER, PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the *13th* day
of *February*, 2013, at the hour of *3* o'clock *P.M.* . E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this *14th* day of *FEBRUARY*
2013, at the hour of *2:00* o'clock *P.M.* . E.S.T.

Thomas C. Henry
THOMAS C. HENRY, MAYOR

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

MISSION: SERVING THE COMMUNITY

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".

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

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CITIZENS SQUARE

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An Equal Opportunity Employer

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 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 *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 PROJECT / NEED

*Identify need for project &
describe project; attach
supporting documents as
necessary.* BUILDING MAINTENANCE AT CITIZENS SQUARE

REQUEST FOR PRIOR APPROVAL

*Provide justification if
prior approval is being
requested.*

FUNDING SOURCE

Account Information. 0002BER3-536K

BILL NO. S-13-01-18

REPORT OF THE COMMITTEE ON FINANCE
FEBRUARY 5, 2013

JOHN CRAWFORD – CHAIR
TOM SMITH – CO-CHAIR
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON **FINANCE** TO WHOM WAS REFERRED **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. **COMMITTEE OF FINANCE** HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE

DO PASS

DO NOT PASS

ABSTAIN

NO REC

John Crawford
Tom Smith
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SANDRA E. KENNEDY
CITY CLERK