

# ORIGINAL RESOLUTION FOR

RES

18-028

**PLEASE EXECUTE  
AND RETURN TO  
PURCHASING**

444 4<sup>TH</sup> STREET  
P.O. BOX 1089  
PORT ARTHUR, TEXAS 77641  
(409) 983-8160

**COUNCIL MEETING**

**DATE:**

Jan. 30, 2018



RESOLUTION NO. 18-028

**A RESOLUTION AUTHORIZING THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION TO ENTER INTO A THIRD AND FINAL YEAR RENEWAL FOR JANITORIAL SERVICES AT 501 PROCTER WITH SOUTHEAST TEXAS BUILDING SERVICES OF NEDERLAND, TEXAS, WITH A PROJECTED BUDGETARY IMPACT OF \$40,000.00; EDC BUILDING ACCOUNT NO. 120-1429-582.82-00.**

**WHEREAS**, pursuant to Resolution No. 15-092, the City of Port Arthur Section 4A Economic Development Corporation (“PAEDC”) entered into a one-year contract with the option to renew for three (3) additional one-year periods with Southeast Texas Building Services of Nederland, Texas, for janitorial services for the property located at 501 Procter Street (the “Contract”), as denoted in “**Exhibit A**”; and

**WHEREAS**, on January 9, 2018, the PAEDC Board of Directors approved the third renewal of the Contract between PAEDC and Southeast Texas Building Services for the period of April 1, 2018 to March 31, 2019, with a projected budgetary impact of \$40,000.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR:**

**Section 1.** That the facts and opinions in the preamble are true and correct.

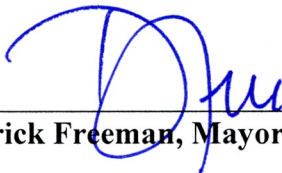
**Section 2.** That City Council hereby approves the third and final year renewal of the Contract with Southeast Texas Building Services of Nederland, Texas, for janitorial services for PAEDC with a projected budgetary impact of \$40,000, for the time period of April 1, 2018 to March 31, 2019.

**Section 3.** An authorized agent of Southeast Texas Building Service will sign the resolution agreeing to the terms.



**Section 4.** That a copy of this Resolution shall be spread upon the Minutes of the City Council.

**READ, ADOPTED AND APPROVED** on this 30<sup>th</sup> day of Jan. A.D., 2018,  
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote: AYES:  
Mayor Freeman; Mayor Pro Tem Jones.  
Councilmembers Scott, Kinlaw, Doucet, Lewis,  
Swati, Moss and Frank.  
\_\_\_\_\_  
NOES: None.

  
\_\_\_\_\_  
Derrick Freeman, Mayor

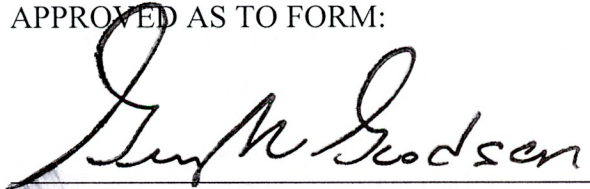
ATTEST:

  
\_\_\_\_\_  
Sherri Bellard, City Secretary

APPROVED:

  
\_\_\_\_\_  
Floyd Batiste, PAEDC CEO

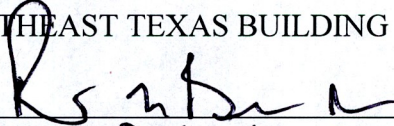
APPROVED AS TO FORM:

  
\_\_\_\_\_  
Guy N. Goodson, PAEDC Attorney

AGREED TO:

SOUTHEAST TEXAS BUILDING SERVICES

By:



Print Name:

Robert Bodin Jr

Title:

Vice President

# Exhibit "A"



## **JANITORIAL SERVICES CONTRACT**

That this Janitorial Services Contract (the "Contract") is made on this 30<sup>th</sup> day of March, 2015 by and between the City of Port Arthur Section 4A Economic Development Corporation (the "PAEDC"), organized under the laws of the State of Texas and Southeast Texas Building Services (the "Contractor").

### **WITNESSETH**

**WHEREAS**, the PAEDC advertised for request for proposals for janitorial services to provide janitorial services for offices located in the 501 Procter Street property (the "Property"); and

**WHEREAS**, responses were received on or about February 20, 2015 and were extensively evaluated by PAEDC staff; and

**WHEREAS**, through such evaluation it was determine that Southeast Texas Building Services presented the best response; and

**WHEREAS**, the PAEDC desires to enter into a janitorial services contract with Southeast Texas Building Services according to the terms stated in the Contract;

**NOW, THEREFORE**, for and in consideration of the mutual covenants and promises contained herein the parties hereby agree as follows:

#### **I.**

### **SCOPE OF SERVICES**

#### **1.01-Services**

Contractor agrees to perform the services and comply with the provisions specified in the Request for Bid Proposals (the "RFP"), copies of which are attached hereto as Exhibits "A" and "B", respectively, and incorporated herein by reference for all purposes. The RFP consists of the Notice to Bidders, Instructions to Bidders, and Specifications for Janitorial Services. The RFP and Bid Proposal comprise a part of this contract as if fully set forth herein and such provisions form a part of this contract. To the extent of a conflict or inconsistency between or among the provisions of this Contract document, the RFP and/or Bid, the documents shall control in the following order of precedence:

- 1) this Janitorial Services Contract document;
- 2) the RFP;
- 3) the Bid.

Vendors are responsible for inspecting the Property prior to submitting bids.

**II.**  
**COMPENSATION**

**2.01-Payments**

The Contractor shall perform the services required by this contract for the fees set forth in the Bid Proposal and bill the PAEDC with an invoice submitted to the management and leasing agent. Invoices shall be submitted on or before the 10<sup>th</sup> day of each month for services performed in the preceding month. Payment shall be made within 30 days of receiving the invoice. Contractor shall notify the PAEDC and the management and leasing agent of any changes of address, phone number, or email within five (5) days.

**III.**  
**TERM**

**3.01-Term**

Subject to the provisions of this Contract the term of this Contract shall commence on approval by City Council and shall terminate once year later unless terminated earlier in accordance with the provisions hereof. The Contract shall be for one (1) year with three (3) additional (1) year renewable options. Renewal shall be the sole option of the PAEDC if agreed to by the Contractor. The PAEDC may cancel this contract without cause upon thirty (30) days written notice prior to the date of termination.

IN WITNESS WHEREOF; the parties have made and executed this Contract in multiple copies, each of which shall be an original, as of this 30<sup>th</sup> day of March, 2015.

**CONTRACTOR:**

By: SETx Bldg Serv *[Signature]*  
Name: Robert Bodin Jr  
Title: V P

**THE CITY OF FORT ARTHUR SECTION  
4A ECONOMIC DEVELOPMENT CORPORATION**

By: *[Signature]*  
Name: Floyd Baker  
Title: Ceo