

MEMORANDUM

**TO:** Greg J. Davies  
Director of Public Utilities

**FROM:** James D. Bond, CPPB  
Management Analyst II

**DATE:** April 15, 2013

**SUBJECT:** BID RECOMMENDATION—CUSTODIAL SERVICE  
BID PROPOSAL SA004852

An Invitation to Bid (ITB) was opened on March 28, 2013 for custodial service for the Division of Water. Eleven bids were received and the recommendation is to award to the lowest responsive and responsible and best bidder, Keswick Enterprises, LLC DBA Corvus Janitorial Systems, Inc. in the amount of \$175,624.80. It should be noted that Keswick Enterprises, LLC DBA Corvus Janitorial Systems, Inc. omitted page 46. Keswick Enterprises, LLC DBA Corvus Janitorial Systems, Inc. has since provided the missing page. The omission does not affect the amount of the bid or give the bidder a competitive advantage over the other bidders.

Please find attached the Division of Water's tabulation sheet for award of this contract.

If there are any questions, please contact James D. Bond, CPPB at 645-6272.

GD:RCW:jdb

cc: Rick Westerfield  
Danella Pettenski

