



**BROWNSVILLE**  
PUBLIC UTILITIES BOARD

# Facilities/Program Committee

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THURSDAY, MAY 21, 2026



**BROWNSVILLE**  
PUBLIC UTILITIES BOARD

# Call Open Meeting to Order

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**BROWNSVILLE**  
PUBLIC UTILITIES BOARD

# Public Comments

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# Items For Presentation and Discussion

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1. Presentation, Discussion and Possible Recommendation on the Renewal of the Annual Janitorial Services Contract -Travis Menchaca
2. Presentation, Discussion and Possible Recommendation on the Renewal of the Grounds Keeping Maintenance Services Contract -Travis Menchaca
3. Facility Maintenance Annual Update -Travis Menchaca
4. Discussion and/or Requests for Future Agenda Items –
5. Discussion on Date, Time of Next Committee Meeting



**BROWNSVILLE**  
PUBLIC UTILITIES BOARD

# Janitorial Services Contract Renewal 4<sup>th</sup> Year

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● ● ● FACILITIES / PROGRAM COMMITTEE | May 21, 2026

Travis Menchaca

Facilities Manager

Facility Maintenance Department

A decorative graphic at the bottom of the slide consists of several overlapping, wavy blue shapes that create a sense of movement and depth, extending across the width of the page.

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- Janitorial Service Contract Renewal & Performance
- Scope
- Cost Breakdown
- Contract Vs. In House
- Time Line
- Photos
- Next steps
- Questions

# Janitorial Service Contract Renewal & Performance

Task	Description
Renewal of Janitorial Service Contract	<ul style="list-style-type: none"><li>▪ On May 8, 2023, the BPUB Board of Directors approved the annual janitorial Services Contract for two years with McLemore Building Maintenance.</li><li>▪ The awarded contract gives the BPUB the option to renew the contract for three additional one year periods. The BPUB is exercising to renew the annual contract for the fourth year.</li></ul>
Current Performance	<ul style="list-style-type: none"><li>▪ McLemore Building Maintenance has performed the janitorial services for twenty three BPUB facilities for the past three years.</li><li>▪ The janitorial services contract has been successfully executed each year.</li><li>▪ McLemore Building Maintenance has a total of twenty one employees working the BPUB janitorial services contract.</li></ul>

# Scope

**McLemore Building Maintenance will provide all the material, labor, and equipment to perform the required cleaning services.**

The scope includes:

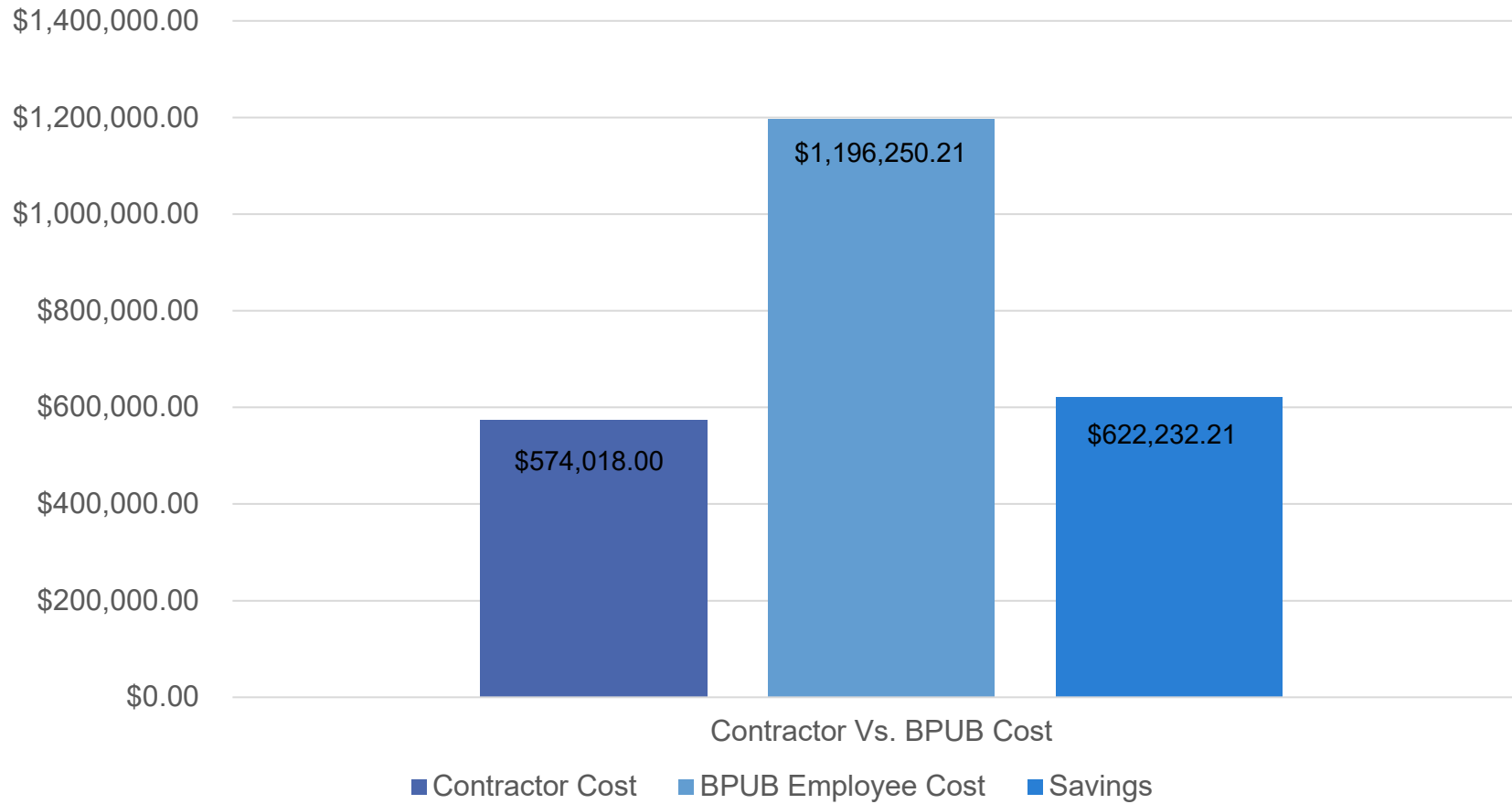
- Furnish all cleaning solvents, paper products, and equipment approved by the BPUB Facility Maintenance Department.
- Perform general cleaning services to include: collection and removal of all trash, dust and wax all office furniture, clean and polish all glass, metal trims, clean walls, doors and frames.
- Sweep and mop all hard surface floors, vacuum all carpeted areas.
- Clean ice machines and water fountains.
- Clean all offices, hallways, foyers, restrooms, breakrooms, board rooms and conference rooms.
- Semi Annual polish of floors.
- Perform low and high dusting of all surfaces.
- Shampoo and steam clean carpets.

# Cost Breakdown

Janitorial Services	Annual Fee
1. Annex Building	\$137,361.55
2. 511 Service Yard	\$81,096.59
3. SRWA	\$15,119.79
4. SCADA Building A	\$17,561.64
5. Admin Building	\$64,171.21
6. Purchasing/Warehouse & Revenue Recovery Building B	\$8,228.95
7. Underground/Meter Shop Building C	\$16,127.78
8. Electrical Construction Building D & Inspectors Building E	\$12,247.03
9. W/WW Construction Building F	\$7,252.46
10. Fleet Department Building G	\$7,378.46
11. Sub-Station Building H	\$7,030.70
12. Analytical Lab Building K	\$13,418.82

Janitorial Services	Annual Fee
13. Cromack House	\$21,666.66
14. Analytical Lab Mobile Trailer J	\$11,612.00
15. Crew Building I	\$16,064.78
16. Special Service – 1495 Robinhood Dr., 4 Buildings	\$6,518.31
17. Water Treatment Plant No. 1 & No. 2	\$21,901.02
18. Robindale WWTP & South WWTP	\$37,043.49
19. Pre-Treatment Offices	\$23,866.59
20. SCADA Electrical & Maintenance Office	\$6,350.31
21. Palo Alto Control Center	\$8,164.69
22. Resaca Maintenance Construction Trailer	\$4,435.08
23. Power Plant building & R.O. Laboratory Room	\$29,399.60
<b>Janitorial Services Total:</b>	<b>\$574,018.00</b>

# Contract Vs. In House



# Timeline

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June 2026

- Present Janitorial Services Contract Renewal to Board for approval

July 2026

- PO issued to McLemore

# Photos

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# Photos

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# Next Steps

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June 8, 2026

Present Janitorial Services Contract Renewal to BPUB Board for approval.



**BROWNSVILLE**  
**PUBLIC UTILITIES BOARD**

# Questions?

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# Grounds Keeping Services Contract Renewal 4<sup>th</sup> Year

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● ● ● FACILITIES / PROGRAM COMMITTEE | May 21, 2026

Travis Menchaca

Facilities Manager

Facility Maintenance Department

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# Grounds Keeping Service Contract Renewal & Performance

Task	Description
Renewal of Grounds Keeping Service Contract	<ul style="list-style-type: none"><li>▪ On May 8, 2023, the BPUB Board of Directors approved the annual Grounds Keeping Services Contract for two years with Valleywide Tree Trimming LLC.</li><li>▪ The awarded contract gives the BPUB the option to renew the contract for three additional one year periods. The BPUB is exercising to renew the annual contract for the fourth year.</li></ul>
Current Performance	<ul style="list-style-type: none"><li>▪ Valleywide Tree Trimming LLC. has performed the grounds keeping services for 306 BPUB facilities for the past three years.</li><li>▪ The grounds keeping services contract has been successfully executed each year.</li><li>▪ Valleywide Tree Trimming LLC. has a total of twenty employees working the BPUB grounds keeping services contract and hire an additional ten employees during the rain seasons.</li></ul>

# Scope

**Valleywide Tree Trimming LLC will provide all the material, labor, and equipment to perform the required grounds keeping services.**

The scope includes:

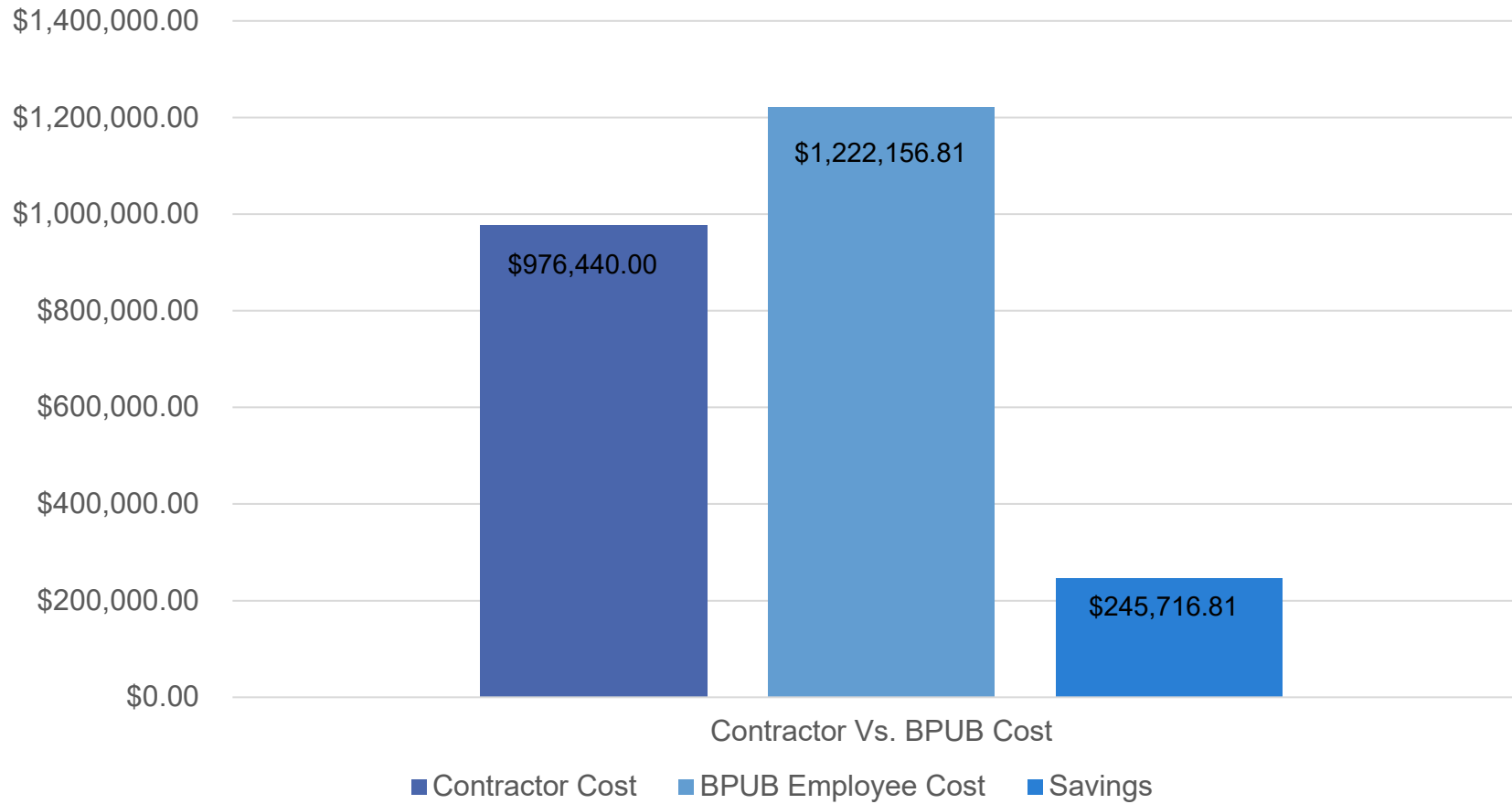
- Grass mowing, tree and plant trimming, and removal of trash and clippings from each site.
- Sweep all paved parking lots and sidewalks.
- Keep all concrete free of vegetation, including all main building areas.
- Pre and post-emergent herbicide application in the fall and spring.
- Fertilize the perimeter of main buildings.
- Provide gardening services and removal of encroaching trees.
- Perform pond maintenance.
- Provide levee and slope mowing services and manual trimming due to uneven terrain.
- Trimming services for palms and trees above 8 feet or higher as needed, and 2 cycle services.

# Cost Breakdown

Grounds Keeping Services	Annual Fee
1. Admin	\$38,300.00
2. 511 Service Yard	\$116,400.00
3. Annex	\$79,200.00
4. Cromack House	\$7,200.00
5. Crew, SCADA, Analytical Lab Complex	\$57,600.00
6. Wastewater Treatment Plants	\$37,440.00
7. Wastewater Treatment North and South Robindale and Dedicated Land Disposal	\$36,360.00
8. Elevated Water Storage Tanks – 5 Locations	\$21,840.00
9. Martinal Road	\$7,380.00
10. Water Treatment Plants – 2 Locations	\$46,080.00
11. Power Plant	\$43,200.00
12. BPUB Reservoir Area Inside Power Plant	\$43,200.00

Grounds Keeping Services	Annual Fee
13. Mason and Wood Levee Area	\$4,680.00
14. Other BPUB Properties – 2 Locations	\$45,600.00
15. Other BPUB Properties – 16 Locations	\$55,756.00
16. Other BPUB Properties Across SRWA – 2 Locations	\$32,400.00
17. Electrical Substations – 17 Locations	\$44,200.00
18. Resaca and Raw Water Pumps – 13 Locations	\$33,800.00
19. Lift Stations – 197 Locations	\$72,848.00
20. Other BPUB Lift Stations – 4 Locations	\$1,516.00
21. SRWA Wells – 20 Locations	\$50,400.00
22. SRWA Generators – 3 Locations	\$4,560.00
23. SRWA Office Area – 3 Locations	\$71,640.00
24. Admin Building and Complex – Palm and Tree Trimming – 8 Locations	\$28,840.00
<b>Grounds Keeping Services Total:</b>	<b>\$976,440.00</b>

# Contract Vs. In House



# Timeline

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June 2026

- Present Grounds Keeping Services Contract Renewal to Board for approval

July 2026

- PO issued to McLemore

# Photos

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# Photos

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# Next Steps

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June 8, 2026

Present Grounds Keeping Maintenance Service Contract  
Renewal to BPUB Board for approval.



**BROWNSVILLE**  
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# Questions?

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# Facilities Maintenance Annual Update

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● ● ● FACILITIES / PROGRAM COMMITTEE | May 21, 2026

Travis Menchaca

Facilities Manager

Facility Maintenance Department

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- Preventative Maintenance
- PM Respond Dashboard
- Work Order System
- Small Projects
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# Preventative Maintenance

The FMD has been working with the Reliability Engineering team to develop a preventative maintenance program for all facility maintenance assets using Respond in City Works. This program is to ensure all BPUB owned facility assets are maintained properly in order to reach and exceeded the assets life expectancy. The test pilot started with the Annex Building in February of 2026.

**Dashboard - Facility Maintenance Assets**

**Back to Preventive Maintenance Dashboard**  
Facility Maintenance - Preventive Maintenance Dashboard

**Annex Bldg Assets**

<input type="checkbox"/> ASSET_NAME ↓	Asset_ID
<input type="checkbox"/> Air Handler 1	FM-ANNEX-AHU1
<input type="checkbox"/> Air Handler 2	FM-ANNEX-AHU2
<input type="checkbox"/> Air Handler 3	FM-ANNEX-AHU3
<input type="checkbox"/> Air Handler 4	FM-ANNEX-AHU4
<input type="checkbox"/> Air Handler 5	FM-ANNEX-AHU5
<input type="checkbox"/> Annex Property	FM-ANNEX-APROP
<input type="checkbox"/> Chiller Unit 1	FM-ANNEX-CU1
<input type="checkbox"/> Chiller Unit 2	FM-ANNEX-CU2
<input type="checkbox"/> Doors/Windows	FM-ANNEX-DOORWINDOW
<input type="checkbox"/> Electrical	FM-ANNEX-ELECTRICAL

**511 Service Center Assets**

<input type="checkbox"/> ASSET_NAME ↓	Asset_ID
<input type="checkbox"/> Miscellaneous	FM-511SC-MISC

**Admin Bldg Assets**

<input type="checkbox"/> ASSET_NAME ↓	Asset_ID
<input type="checkbox"/> Miscellaneous	FM-ADMIN-MISC

**Other BPUB Property Assets**

<input type="checkbox"/> ASSET_NAME	OBJECTID ↓
<input type="checkbox"/> Miscellaneous	1

# FMD Preventative Maintenance Respond Dashboard

**Rs**

- Dashboard
- Asset Details
- Notifications >
- Recents >
- Create >
- Task Manager
- Payment Manager
- My Apps >
- Settings
- Office

## Create Work Order and Asset Details

Facility Maintenance Assets

## Reactive Maintenance & Other Repairs

Reactive Maintenance Dashboard

### Annex Bldg Open Preventive Maintenance WO

<input type="checkbox"/>	Projected Start Date ↓	Work Order Id	Description
<input type="checkbox"/>	03/01/2026	272502	Chiller Quarterly PM
<input type="checkbox"/>	03/01/2026	272516	Variable Air Volume (VAV) Bc
<input type="checkbox"/>	03/01/2026	272500	Chiller Quarterly PM
<input type="checkbox"/>	03/02/2026	279195	Fire Extinguishers Pressure C
<input type="checkbox"/>	03/02/2026	279202	Emergency Exit Lights Check

🔍 Open WO(s) 📅 < 1-5 of 5 >

### Annex Bldg Upcoming Preventive Maintenance WO (60 Days)

<input type="checkbox"/>	Projected Start Date ↓	Work Order Id	Description
<input type="checkbox"/>	04/01/2026	272519	Pest Control Every 2 Months P
<input type="checkbox"/>	05/01/2026	272473	Roof Top Unit Quarterly PM
<input type="checkbox"/>	05/01/2026	272482	Liebert Unit Quarterly PM
<input type="checkbox"/>	05/01/2026	272498	Air Handling Unit Quarterly PM
<input type="checkbox"/>	05/01/2026	272480	Liebert Unit Quarterly PM
<input type="checkbox"/>	05/01/2026	272463	Roof Top Unit Quarterly PM
<input type="checkbox"/>	05/01/2026	272478	Liebert Unit Quarterly PM
<input type="checkbox"/>	05/01/2026	272490	Air Handling Unit Quarterly PM
<input type="checkbox"/>	05/01/2026	272465	Roof Top Unit Quarterly PM
<input type="checkbox"/>	05/01/2026	272488	Liebert Unit Quarterly PM

🔍 Open WO(s) 📅 < 1-10 of 20 >

### Annex Bldg Past Due Preventive Maintenance WO

<input type="checkbox"/>	Projected Start Date ↓	Work Order Id	Description
<input type="checkbox"/>	02/01/2026	272470	Roof Top Unit Quarterly PM
<input type="checkbox"/>	02/01/2026	272474	Roof Top Unit Quarterly PM
<input type="checkbox"/>	02/01/2026	272518	Pest Control Every 2 Months F
<input type="checkbox"/>	02/01/2026	272462	Roof Top Unit Quarterly PM
<input type="checkbox"/>	02/01/2026	272468	Roof Top Unit Quarterly PM
<input type="checkbox"/>	02/01/2026	272466	Roof Top Unit Quarterly PM
<input type="checkbox"/>	02/01/2026	272472	Roof Top Unit Quarterly PM
<input type="checkbox"/>	02/01/2026	272487	Liebert Unit Quarterly PM
<input type="checkbox"/>	02/01/2026	272460	Roof Top Unit Quarterly PM
<input type="checkbox"/>	02/01/2026	272464	Roof Top Unit Quarterly PM

🔍 Open WO(s) 📅 < 1-10 of 11 >

### Administration Bldg Open Preventive Maintenance WO

<input type="checkbox"/>	Projected Start Date ↓	Work Order Id	Description	Comments
No records found				

🔍 Open WO(s) 📅 < >

### Administration Bldg Upcoming Preventive Maintenance WO (60 Days)

<input type="checkbox"/>	Projected Start Date ↓	Work Order Id	Description	Comments
No records found				

🔍 Open WO(s) 📅 < >

### Administration Bldg Past Due Preventive Maintenance WO

<input type="checkbox"/>	Projected Start Date ↓	Work Order Id	Description	Comments
No records found				

🔍 Open WO(s) 📅 < >

MAP

# Work Order System

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The FMD is working with the Reliability Engineering team to create a work order system that is user friendly for all BPUB employees to submit work order request in Respond. By using this application, this will eliminate the need for submitting request through email. FMD will be able to track all work orders created and ensure each task is completed in a timely matter.

User can track work order progress to completion

FMD can track the types of work orders submitted per building

Eliminate the use of emails by creating work orders

FMD and Executives can receive real time data

# Small Projects

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Admin Office Upgrades

Admin Electrical Upgrades

Fence Restoration

Sidewalk Repairs

Landscape/Irrigation  
Repairs and Upgrades

Gate Repairs

Plumbing Repairs and  
Upgrades

Building Automation System  
Repairs

Assisting with SSOD with  
Security Projects and Access

Assisting with Office  
Relocation

Assisting IT Department

Assisting All Departments  
with Setups/Events

# Large Projects

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Monument Signs Installation  
and Traffic Sign Upgrades

511, Admin , and Annex Fire  
Suppression System Repairs

Pump House 1 & 3 Door and  
Exhaust System Installation

Cromack House Repairs

SRWA Floor Painting

Water Plant 1 Sealcoating  
and Restriping

Admin 2<sup>nd</sup> Floor Transformer  
Replacement

SRWA HVAC and Exhaust  
System Replacement

511 Fleet Remediation

HVAC Upgrades

Parking Lot Restorations

Roof Replacements

Resaca Maintenance  
Warehouse Roof Repairs

Easements and Acreage  
Clearing

# Capital Improvement Projects

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Admin Communications Offices  
Remodel

Admin Chillers Replacement

Admin Floor Replacement

Admin Roof Replacement

Water Plant/Resaca  
Maintenance Office Renovation

511 Service Yard Gate  
Modifications

Admin Risk Office Remodel

Robindale Fence  
Installation Project

Crew Building SSOD SOC  
Room Remodel

Analytical Lab Design  
Project

# Photos

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SOUTH PLANT 6,000 SQUARE FEET OF ASPHALT REPLACEMENT, SEALCOAT AND RESTRIPING.



# Photos

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ADMIN PARKING LOT PREP, SEAL COAT, AND PATCHING OF 55,700 SF AND 3,754 LF OF RESTRIPIING.



# Photos

INSTALLATION OF 16 ADMIN MONUMENT AND DIRECTIONAL SIGNS.



# Photos

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500 LINEAL FEED OF FENCE REPAIRS AT THE OLD SERVICE YARD.



# Photos

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1,000 LINEAL FEED OF FENCE PICKET REPAIR AND STAIN AT THE ADMIN  
CHILLER FENCE PLANT.



# Photos

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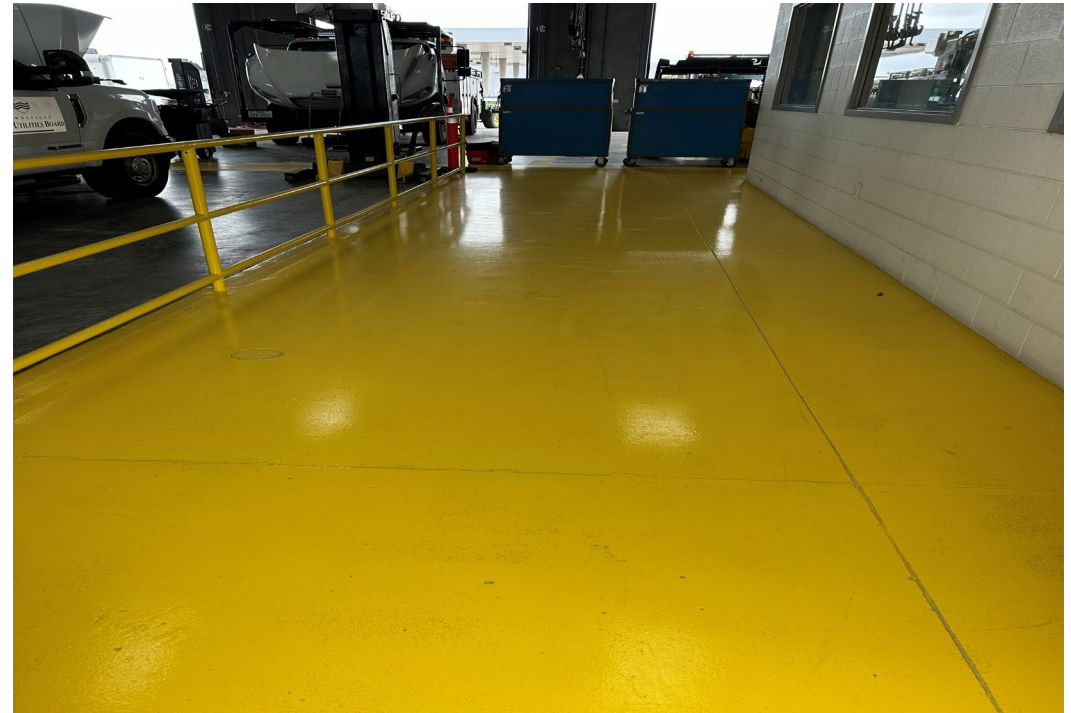
WATER PLANT 2 REPLACEMENT OF 1,500 LINEAL FEET OF FENCE.



# Photos

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REPLACEMENT OF 800 SF OF YELLOW SAFETY PAINT AT THE 511 FLEET MAINTENANCE SHOP.



# Photos

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UPCOMING REPLACEMENT OF TWO 150 TON AIR COOLED CHILLERS.



# Photos

6,500 SQUARE FEET OF ROOF REPLACEMENT AT ROBINDALE. 1,500 SQUARE FEET OF ROOF REPAIRS AT THE ADMIN. UPCOMING FULL REPLACEMENT OF THE SHINGLE AND BUILT UP ROOF FOR THE ADMIN BUILDING.



# Photos

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UPCOMING ADMIN FLOORING REPLACEMENT FOR A TOTAL OF 35,000.00 SF.  
TO INCLUDE CARPET REMOVAL AND REPLACEMENT OF LAMINATE VINYL TILE.



# Next Steps

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- FMD to hire the Facility Maintenance Technician vacant position
- Complete all projects before the fiscal year ends
- FMD to hire two additional Facility Maintenance Technicians and three Helpers in order to bring the subcontracted HVAC maintenance service agreement in-house. The current HVAC maintenance contract cost is \$133,550.00. FMD will achieve this by reclassifying existing vacancies to staff with HVAC experience which would strengthen facility maintenance support and bring the contract in-house.



**BROWNSVILLE**  
**PUBLIC UTILITIES BOARD**

# Questions?

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**BROWNSVILLE**  
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# **Discussion and/or Requests for Future Agenda Items**

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**BROWNSVILLE**  
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# Adjournment

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