



# City Council Meeting and Public Hearing STAFF REPORT

Submitting Department: Public Works  
Submitted By:  
Meeting Date: May 22, 2017

## I. AGENDA ITEM TITLE:

JANITORIAL SERVICES FOR CITY FACILITIES, RFP 17-113

## II. RECOMMENDATION:

Please award RFP 17-113 to American Facility Service for the janitorial service of City Facilities in the amount of \$103,906.49, including the Innovation Center Building, Public Works Building, Police Headquarters, Detention/CID, Evidence Building, Parks Administrative Building, City Hall at City Center, City Center - Brooke St. Park Restrooms and Parking Deck Restrooms, in the amount of \$99,653.04, and annual floor care for Fire Stations 1-4 in the amount of \$4,253.45; and authorize the Mayor to execute all necessary documents.

## III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: YES

TOTAL PROJECT COST: \$103,906.49

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Janitorial Services for City Facilities (multiple accounts)	\$103,906.49

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
-	\$0.00

## IV. REPORT IN BRIEF:

The award of this Request for Proposal is for Janitorial Services, including, but not limited to, the furnishing of all professional services, labor, materials, and certain supplies necessary for the cleaning of the City's Facilities. The City Facilities included in this request is the Innovation Center Building, Public Works Building, Police Headquarters, Detention/CID, Evidence Building, Parks Administrative Building, City Hall at City Center, City Center - Brooke St. Park restrooms and parking Deck Restrooms, and annual floor care at Fire Stations 1-4. Fire Stations 5 and 6 have an epoxy floor that is cleaned by sweeping/mopping the floor. These tasks are accomplished by the firefighters on duty. Fire Stations 1-4 have floors that require them to be stripped of the wax on the flooring and then a wax reapplied. These tasks are performed quarterly. These specified services throughout include, but are not limited to, all office space, lobbies, corridors, basement areas, stairways, restrooms, passageways, service and utility areas, elevator cabs, and all areas in the buildings with the exception of garage areas, mechanical rooms, or hazardous material areas.

The current City Facility Janitorial Contract expires on June 30, 2017.

A Request for Qualifications (RFQ) was prepared by an Evaluation Committee including a representative from the Public Works, Public Safety, and Finance Departments. There were a total of six firms that submitted their qualifications. The responding firms were then shortlisted subject to the criteria contained within the RFQ and a Request for Proposals (RFP 17-113) was issued to the shortlisted firms in April 2017. Specifically, the RFP was made available to the following shortlisted firms: American Facility Services, Building Maintenance Services, and Intercontinental Commercial Services.

The City received RFP proposals from two of the shortlisted firms: American Facility Services and Building Maintenance Services. The Evaluation Committee met May 1, 2017, to tabulate the overall scores. Each proposal was evaluated based on a two-step process (step 1 = project and team capabilities; step 2 = interviews/cost). Step 1 evaluation included the following: comparable experience (35%), project team (20%), approach to project (42%), and local vendor preference (3%). The resulting scores were as follows (rating of 1 to 5 with 5 being the highest):

1. American Facility Services (3.76)
2. Building Maintenance Services (3.50)

The Step 2 evaluation occurred on May 8, 2017 and included the following: interview (60%) and cost (40%). The resulting scores were as follows:

1. American Facility Services (4.05)
2. Building Maintenance Services (2.67)

The high scoring firm, American Facility Services, is our current janitorial provider for City facilities. American Facility Service has recognized that the quality of service that they provide could improve; therefore, if they are awarded the contract, they have agreed to completely clean all the carpet and strip all Vinyl Composition Tile flooring in all of the facilities within the first 30 days, at no cost to the City. They have also agreed to provide the City with all new cleaning equipment, including new vacuums, brooms, mops, and dusting equipment, to be used in our facilities. In addition to these changes, they have implemented a new standard that the Q/A Manager will do weekly inspections of the facilities to ensure that they quality of service is to standard. Therefore, staff recommends award of RFP 17-113 Janitorial Services for City Facilities to American Facility Services.

**V. ALTERNATIVES:**

**VI. ATTACHMENTS:**

Cost Proposal for RFP 17-113