



City of Coral Gables
CITY COMMISSION MEETING
March 15, 2016

H-2

ITEM TITLE:

A Resolution accepting the recommendation of the Chief Procurement Officer to award the contract for Janitorial Maintenance Services to SFM Services, Inc., in the amount of \$1,192,809 annually pursuant to Request for Proposals (RFP) 2015.10.26 and Section 2-828 of the Procurement Code entitled "Contract Award."

DEPARTMENT HEAD RECOMMENDATION:

Approval.

BRIEF HISTORY:

The purpose of this contract is to provide janitorial services and "green" products to clean and maintain various City facilities including some newly added locations; the Adult Activity Center, Passport Parking Building, and 2506 Ponce de Leon Boulevard Building. All supplies, materials, equipment, machinery, tools, labor and supervision necessary to perform this work shall be furnished by the contractor. Services provided under this contract shall be carried out through planning, assignment of personnel, coordination of resources, inspections and other quality control activities, field operations, reporting, and other forms of administrative management required to provide optimal service quality and effectiveness.

On October 26, 2015, the Procurement Division of Finance formally advertised, issued, and distributed the Janitorial Maintenance Services RFP 2015.10.26. On November 10, 2015, a non-mandatory pre-proposal conference was held with thirteen (13) prospective proposers in attendance of the twenty-three (23) proposers who obtained the RFP package from the Procurement Division. On November 23, 2015, site visits were arranged to all the City facilities with twenty-one (21) participants in attendance.

On January 7, 2016, six (6) proposals were received in response to RFP 2015.10.26 as follows: National Cleaning Contractor USA, Inc., Kelly Janitorial System, Inc., SFM Services, Inc., ABP Maintenance Corp., Vista Building Maintenance Services, Inc., and Able Business Service, Inc.

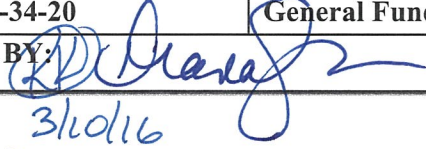
On January 21, 2016, the Evaluation Committee convened to evaluate the six (6) responsive proposals and determined that SFM Services, Inc., is the top-ranked responsive and responsible proposer. Therefore, it is the recommendation of the Evaluation Committee to award the Janitorial Maintenance Services RFP to SFM Services, Inc.

Under the proposed contract award, the cost of services to the City for the remainder of FY 2015/2016 will be a total of \$596,405 of which \$502,808 will cover the "routine schedule" and \$93,597 for the "seasonal schedule" (as defined in the RFP).

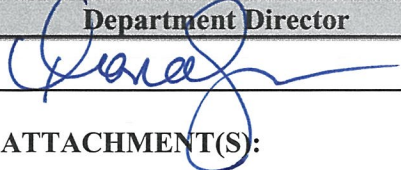
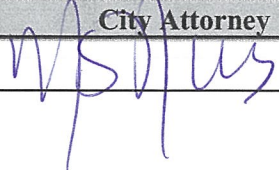
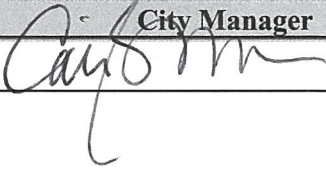
The estimated annual cost of these services to the City for the first full year of the contract, FY 2016/2017, excluding an anticipated increase in the Miami-Dade County Living Wage, (contributing about 30% of the increase to this RFP) will be a total of \$1,192,809 of which \$1,005,615 will be for the routine and seasonal schedules (including some holidays) and \$187,194 for deep cleaning performed on a quarterly basis. In comparison, the current service provider's RFP submittal was the most expensive proposal submitted at 4.3% higher than SFM Services, Inc.

Besides the previously mentioned increase in cost related to the Living Wage, the increase in janitorial contract cost can also be attributed to increased service requirements, such as quarterly deep cleaning of certain facilities. Furthermore, it should be noted that the recent inclusion of three new City facilities as follows: Adult Activity Center, Passport Parking Building, and 2506 Ponce de Leon Boulevard Building, resulted in a cost increase of \$124,632 annually over the previous contract. In compliance with the City's "Green" initiatives, environmentally friendly products (Green Seal Certified) will be used; potentially adding up to 10% to the overall cost.

FINANCIAL INFORMATION:

No.	Amount	Account No.	Source of Funds
1.	\$265,945	530-2000-590-34-20	Facilities Maintenance Budget
2.	5,460	001-0601-511-49-70	City Clerk Special Revenue
2.	325,000	530-2000-590-34-20	General Fund
Total:	\$596,405	APPROVED BY: 	

APPROVED BY:

Department Director	City Attorney	City Manager
		

ATTACHMENT(S):

1. Draft Resolution
2. Evaluation Results
3. Tabulation
4. RFP Response
5. RFP Cost Increase