



Legislation Text

File #: 22-0682, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the Award of RFP 22-121, Janitorial Services, to Citywide Building Maintenance, for an amount not to exceed \$1,074,642.96 for a two-year term

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Department of Public Works (DPW) contracts custodial services to provide cleaning related services for approximately 279,000 square feet of public areas at designated City facilities. The City's existing custodial firm provides over 27,000 annual hours of custodial services.

The contractors are to provide the highest level of service and custodial care. Contractors supply all labor, material, equipment and supplies (except paper products, trash liners, waste containers and cleaning equipment) to perform daily, weekly, monthly and bi-annual cleaning of each City facility. The contract also includes project work such as window washing, carpet extraction and annual parking deck power washing. The selected contractor is also required to have a work order system in place to document inspections, special cleaning requests and problem areas. The work order system also allows City staff to enter requests, monitor progress and communicate directly with the contractor.

DISCUSSION:

In March 2022, DPW issued RFP 22-121 soliciting proposals for custodial and/or janitorial companies to provide high-quality cleaning and miscellaneous custodial services for designated City facilities and sites.

| | | | |
|---------------------|------------|---------------|-----|
| Advertisement Date: | 03/18/2022 | Notices Sent: | 109 |
| Opening Date: | 04/15/2022 | Planholders: | 35 |
| | | RFP Responses | 13 |

Proposals were received from the following vendors:

- 1) Citywide Building Maintenance
- 2) ACP Facility Services
- 3) Eco Clean Maintenance, Inc.
- 4) Kleen-Tech Services, LLC

- 5) CleanNet USA
- 6) Clean As A Whistle! LLC
- 7) ATALIAN US Midwest LLC
- 8) Alpha Building Maintenance Service, Inc.
- 9) Total Facility Maintenance, Inc.
- 10) Multisystem Management Company
- 11) The Tidy Queens Corporation
- 12) Blooming Facility LLC
- 13) Bravo Services, Inc.

A four-member selection team consisting of staff from DPW reviewed and scored the proposals. Proposals were scored based on the following criteria set forth in the RFP:

- Qualification and Experience of the Company and Lead Supervisor (40 points)
- Service Approach/Methodology (30 points)
- Quality Control Plan (30 points)

After review, Citywide Building Maintenance Inc., the incumbent firm, scored the highest in Qualifications and had the lowest bid price. Citywide Building Maintenance Inc. is the responsible offeror whose proposal is most advantageous to the City.

This award is a two-year contract term from July 10, 2022, to July 9, 2024, with three, one-year extension options.

FISCAL IMPACT:

CIP#: N/A

Custodial services are expensed to the Operational Services accounts listed below. A total of \$620,000 is budgeted for custodial services in 2022. The requested award of \$537,321.48 annually (\$1,074,642.97 for two years) is within the budgeted amount for this expense.

| Account Number | Fund Type | Total Budget Amount |
|-----------------|-----------------------|---------------------|
| 31341100-531308 | General Fund | \$466,400 |
| 31341300-531308 | Electric Utility | \$100,000 |
| 31341500-531308 | Water Utility | \$80,000 |
| 31251200-531308 | Commuter Parking Fund | \$275,680 |