



To: Keith Lee

From: Cory Salley

Re: Janitorial Services, ITB 14-198-S

Date: July 30, 2014

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## **Introduction**

After completing a two-phase process, staff recommends awarding the janitorial services contract to Intercontinental Commercial Services, Inc. (ICS, Inc) for a total annual cost of \$140,100. The City decided it was in its best interest to procure janitorial services in two phases. The first phase requested vendors to submit statements of qualifications. An evaluation committee pre-qualified vendors based on criteria in the request for qualifications. During the second phase, the pre-qualified vendors were allowed to submit cost proposals. The City is currently spending \$160,000 per year for janitorial services.

## **Phase I - Request for Qualifications**

In March 2014, the City issued a Request for Qualifications (RFQ) for Janitorial Services. The purpose of the RFQ was to get a list of pre-qualified janitorial companies that would be eligible to participate in the bid for janitorial services. The City received 27 statements of qualifications (SOQ) in response to the RFQ. Purchasing reviewed each SOQ for administrative compliance with the solicitation submittal instructions. After the administrative review, a committee composed of the following departments evaluated all responses:

- Administration
- Finance
- Police
- Recreation and Parks
- Fire
- Environmental/Public Works

Based upon their review, the following 16 janitorial companies were pre-qualified to participate in the upcoming bid:

- 3H Service System
- All Clean Facilities Services
- American Facility Services
- American Servco, Inc.
- Bobby Dodd Institute
- Building Maintenance Services
- Defender Services
- General Building Maintenance
- GMI Group
- Hancock Government Contractors
- Intercontinental Commercial Services, Inc. (ICS, Inc)
- Kee Clean
- RiteWay
- The Service Fort
- Tribond
- Varsity Facility Services

## **Phase II - Invitation to Bid**

The City issued ITB 14-198-S Janitorial Services on June 11, 2014. Of the 16 pre-qualified vendors, the City received responses from 15 and one response from a non-pre-qualified vendor. The bids ranged from the low of \$140,100 to the high of \$264,885. In addition to the lower cost, the Recycling Center and Water Resources Building will go from once per week service to twice per

week service. The Cultural Arts Center (CAC) was included as an add alternate. The low bid proposed a cost of \$20,000 per year or \$250 on an as-needed basis to provide janitorial services to the CAC. Staff recommends using ICS, Inc. on an as-needed basis to supplement the level of service provided by the CAC's Operations Manager. Below is the bid tab (broken into tables):

Item No.	Location	3H Service System	All Clean Facilities Services	American Facility Services	American Servco, Inc.	Bobby Dodd Institute	Building Maintenance Services	Defender Services	General Building Maintenance
1	City Hall (Day porter and Night Shift)	\$ 84,240	\$ 78,360	\$ 76,956	\$ 54,000	\$ 76,133	\$ 84,144	\$ 82,462	\$ 86,170
2	Law Enforcement Center	\$ 31,200	\$ 39,180	\$ 34,800	\$ 34,200	\$ 27,570	\$ 28,500	\$ 41,231	\$ 28,500
3	Water Resources	\$ 2,160	\$ 5,820	\$ 8,400	\$ 9,000	\$ 8,143	\$ 4,800	\$ 3,436	\$ 1,872
4	Fire and Transportation Building	\$ 24,960	\$ 31,200	\$ 22,200	\$ 31,200	\$ 24,905	\$ 22,800	\$ 34,359	\$ 22,800
5	RAPSTC	\$ 12,300	\$ 15,300	\$ 13,200	\$ 12,000	\$ 19,702	\$ 10,272	\$ 8,590	\$ 6,099
6	Recycling Center	\$ 960	\$ 1,200	\$ 6,000	\$ 9,000	\$ 7,103	\$ 4,500	\$ 1,718	\$ 1,800
	<b>Total</b>	<b>\$ 155,820</b>	<b>\$ 171,060</b>	<b>\$ 161,556</b>	<b>\$ 149,400</b>	<b>\$ 163,557</b>	<b>\$ 155,016</b>	<b>\$ 171,795</b>	<b>\$ 147,241</b>
	<b>Add Alternate</b>								
7	Cultural Arts Center	\$2,040 per month	\$107 per clean	\$1,780 per month	\$450 per visit	\$12.00 per hour	\$13.25 per hour	\$99.36 per visit	\$1,450 per month

Item No.	Location	GMI Group	ICS, Inc.	Kee Clean	RiteWay	The Service Fort	Tribond	Varsity Facility Services
1	City Hall (Day porter and Night Shift)	\$ 92,110	\$ 72,600	\$ 82,836	\$ 92,172	\$ 94,704	\$ 118,459	\$ 152,177
2	Law Enforcement Center	\$ 24,456	\$ 25,800	\$ 37,248	\$ 31,794	\$ 30,960	\$ 41,679	\$ 51,769
3	Water Resources	\$ 2,802	\$ 5,700	\$ 1,824	\$ 1,597	\$ 3,000	\$ 6,590	\$ 4,344
4	Fire and Transportation Building	\$ 15,462	\$ 21,000	\$ 27,072	\$ 7,630	\$ 24,804	\$ 35,354	\$ 41,415
5	RAPSTC	\$ 12,661	\$ 10,500	\$ 8,556	\$ 13,294	\$ 11,400	\$ 13,461	\$ 11,996
6	Recycling Center	\$ 2,723	\$ 4,500	\$ 936	\$ 1,405	\$ 2,400	\$ 3,932	\$ 3,185
	<b>Total</b>	<b>\$ 150,214</b>	<b>\$ 140,100</b>	<b>\$ 158,472</b>	<b>\$ 147,892</b>	<b>\$ 167,268</b>	<b>\$ 219,476</b>	<b>\$ 264,885</b>
	<b>Add Alternate</b>							
7	Cultural Arts Center	\$103.12 per visit	\$250 per visit	\$131 per visit	\$112 per visit	\$175 per visit	\$148.40 per visit	\$350 per visit

## Recommendation

- Award Janitorial Services contract to Intercontinental Commercial Services, Inc. (ICS, Inc.) for an initial term of three (3) years with the option to renew for two (2) additional one-year terms at a total annual cost of \$140,100.
- Use ICS, Inc. on an as-needed basis to clean the CAC.