



BOARD OF COUNTY COMMISSIONERS

DATE: November 5, 2013

AGENDA ITEM NO. 8

Consent Agenda ☒

Regular Agenda ☐

Public Hearing ☐

County Administrator's Signature:

Subject:

Approval of Ranking – Janitorial Services, Various County Buildings
Contract No.: 123-0084-P (SS)

Department:

Real Estate Management / Purchasing

Staff Member Responsible:

Paul Sacco / Joe Lauro

Recommended Action:

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) APPROVE THE RANKING OF FIRMS AND AUTHORIZE STAFF TO NEGOTIATE WITH THE NUMBER ONE RANKED FIRM PERTAINING TO COUNTYWIDE JANITORIAL SERVICES FOR REAL ESTATE MANAGEMENT (REM) AND THE DEPARTMENT OF ENVIRONMENT AND INFRASTRUCTURE (DEI), WITH VARSITY CONTRACTORS, INC., D/B/A VARSITY FACILITY SERVICES (VARSITY), SALT LAKE CITY, UTAH.

Summary Explanation/Background:

Over the past ten (10) years, it has been a challenge sourcing firms that provide quality janitorial services at a competitive price. During this time frame, staff attempted to procure this contract utilizing a standard Invitation to Bid process with awards divided among various campuses in an attempt to optimize cost savings and provide optimum opportunity to firms of all sizes to participate. Unfortunately, the quality of janitorial services has not met the expectations of building occupants. REM's last customer survey showed 36% were dissatisfied with the quality of service.

In order to address the issues, this procurement was structured as a Request For Proposal (RFP) so that various qualitative factors could be considered; not simply price. Other measures included:

- Recommending award to one firm - award to multiple firms has proven costly and difficult to manage
- Mandatory site inspections during the procurement process
- Establishing a cleaning standard by the International Sanitary Supply Association (ISSA) which enables staff to readily ascertain if buildings appear to be dirty and untidy
- Establishing invoice retainage to be held until satisfactory inspection by County staff
- Firm's experience for similar sized government facilities
- Firm's management team and qualifications
- Firm's processes, technology solutions for work control and corrective maintenance, and hiring/security practices
- Contract pre-commencement meeting with all participants
- Use of environmentally friendly ('Green') cleaning supplies

On August 1, 2013, the Purchasing Department, on behalf of Real Estate Management (REM) and the Department of Environment and Infrastructure (DEI), released an RFP of which eleven (11) firms responded.

On October 3, 2013, an evaluation committee consisting of two (2) staff members from REM, one (1) staff member from DEI, one (1) staff member from Public Safety Services, one (1) staff member from Risk Management, along with a representative from the Purchasing Department acting as facilitator, met and evaluated the proposals received.

The order of ranking of firms after evaluation of the proposals are as follows:

1.	Varsity Contractors, Inc., d/b/a Varsity Facility Services	855.31 Points
2.	Dazser – TPA Corporation d/b/a Jani-King of Tampa Bay	848.71 Points
3.	Pro Clean Building Maintenance, Inc.	802.98 Points
4.	United States Services Industries, Inc. (USSI)	796.56 Points
5.	3H Service System, Inc.	776.72 Points
6.	ABM Janitorial Services – Southeast, LLC	770.94 Points
7.	Atlanta Building Maintenance, Inc., d/b/a American Facility Services, Inc.	765.74 Points
8.	Clean Power, LLC	761.00 Points
9.	Knight Facilities Management, Inc.	695.00 Points
10	ASK Solutions, Inc., d/b/a ASK Janitorial Professionals	674.34 Points
11	Top Job Janitorial Services, Inc.	525.67 Points

At the direction of the Board, staff will begin negotiations with the number one (1) ranked firm, Varsity. Negotiations will be centered on price, retainage to be held and cleaning frequencies for various levels of service. A final negotiated agreement will be presented to the Board for consideration at a later date.

Fiscal Impact/Cost/Revenue Summary:

Estimated 24 month cost is \$4,281,373.44. Staff is currently validating building square footage to be cleaned and expects a 3-5% reduction in square footage advertised in the RFP. Staff will also negotiate the cost per square foot.

The funding source for these services is from REM's and DEI's operating budget.

Exhibits/Attachments:

Contract Review
Evaluation Criteria Tabulation



**PURCHASING DEPARTMENT
CONTRACT REVIEW TRANSMITTAL**

CATS
NO.:
42508

PROJECT: Janitorial Services, Various County Buildings

RFP NUMBER: 123-0084-P (SS)

REQ. NUMBER:

TYPE: ☒ Purchase Contract ☐ Other: ☐ Construction-Less than \$100,000 ☐ One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on pages: 16-18

PRODUCT ONLY ☐

This is a 24-month contract.

Estimated Expenditure: \$ 3,100,000

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	Purchasing Dept: J. Lauro, Director C. Mancuso, Ass't. Director S. Steele, P.A.			Shouldn't the proposer be providing us with a work plan per RFPs? why are we telling them when to do	
2.	REM: Paul Sacco, Director Kim Circello	6/11/13 6/11	PS P	See comments throughout	
3.	DEI: Bob Powell Ruth Alber received 6-19-13	7/15/13 6-19-13	RMP RA	See comments throughout in green + one page added after pg 75	

Using Dept please provide below information:

☐ Yes, funding for this requisition is using grant Funding. ☐ No, funding for this requisition is not using grant Funding.
If grant funding is being used you must provide Purchasing with the exact clauses that need to be on attached document.

Please check attached vendor list. Circle vendors you want RFPs mailed to. Add additional vendors with complete information (Name, Address, Phone and Fax)

4	Risk Management Director Attn: Virginia E. Holscher (Check applicable box at right)	7/18/13	VEH	specs provided in early planning stages and are accurate	HIGH RISK NOT HIGH RISK
5.	BCC Finance Attn: Cassandra Williams	6/21/13	CBW		
6.	Legal Attn: Miles Belknap	7/1/13	MSD	See pg 19 20 agreements attached	
7.	Executive Director David Scott	7/10/13			
8.	Asst. County Administrator Attn: M. Woodard	7/22/13			

RETURN ALL DOCUMENTS TO PURCHASING

Make all inquiries to: Sue Steele at Extension 44776
In order to meet the following schedule, please return your requirements to Purchasing by: 06/14/13

TENTATIVE DATES

RFP Mail Out: 06/21/13
RFP Opening: 07/25/13
Approval: TBD

PINELLAS COUNTY EVALUATION CRITERIA TABULATION SHEET

**RFP TITLE: Janitorial Services, Various County Buildings
RFP #: 123-0084-P (SS)**

COMPANY NAME	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	TOTAL POINTS	TOTAL AVERAGE	RANK
	Alan Bollenbacher	Rodney Bolt	Kim Circello	Paul Sacco	Jackie Weinreich			
Varsity Contractors, Inc., d/b/a Varsity Facility Services	860.31	860.31	835.31	860.31	860.31	4276.54	855.31	1
Dazser - TPA Corporation d/b/a Jani- King of Tampa Bay	842.71	842.71	842.71	857.71	857.71	4243.57	848.71	2
Pro Clean Building Maintenance, Inc.	793.98	843.98	778.98	793.98	803.98	4014.90	802.98	3
United States Services Industries, Inc.	770.56	835.56	770.56	810.56	795.56	3982.80	796.56	4
3H Service System, Inc.	793.72	783.72	753.72	783.72	768.72	3883.60	776.72	5
ABM Janitorial Services - Southeast, LLC	810.94	760.94	745.94	760.94	775.94	3854.70	770.94	6

PINELLAS COUNTY EVALUATION CRITERIA TABULATION SHEET**RFP TITLE: Janitorial Services, Various County Buildings****RFP #: 123-0084-P (SS)**

Atlanta Building Maintenance, Inc., d/b/a American Facility Services, Inc.	771.74	756.74	756.74	771.74	771.74	3828.70	765.74	7
Clean Power, LLC	772.00	757.00	732.00	772.00	772.00	3805.00	761.00	8
Knight Facilities Management, Inc.	710.00	685.00	710.00	660.00	710.00	3475.00	695.00	9
Ask Solutions, Inc. d/b/a Ask Janitorial Professionals	656.34	671.34	681.34	681.34	681.34	3371.70	674.34	10
Top Job Janitorial Services, Inc.	540.67	515.67	515.67	515.67	540.67	2628.37	525.67	11

Date: **October 3, 2013**