

# MANATEE COUNTY GOVERNMENT

## INTENT TO NEGOTIATE

<b>SUBJECT</b>	Janitorial Services for County Facilities	<b>DATE POSTED</b>	MC 6/26/14 ✓ SE DS 6/26/14 ✓ SE CC 6/26/14 ✓ SE
<b>PURCHASING REPRESENTATIVE</b>	Chris Daley, ext 3048	<b>DATE CONTRACT SHALL BE AWARDED</b>	Upon Successful Negotiations
<b>DEPARTMENT</b>	Property Management and Utilities	<b>CONSEQUENCES IF DEFERRED</b>	Lapse in Services
<b>SOLICITATION</b>	RFP #14-1539CD	<b>AUTHORIZED BY DATE</b>	Melissa M. Wendel, CPPO June 26, 2014

### NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with USSI, Fort Myers, FL and TRIBOND, LLC of Mableton, GA to provide Janitorial Services for County Facilities.

### ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

### BACKGROUND/DISCUSSION

**PROJECT BACKGROUND:** The Property Management and Utilities Departments require quality janitorial services at approximately seventy (70) facilities in various locations throughout the County that require various types of janitorial and specialized services in accordance with scope of services outlined in this RFP.

Services to be provided include furnishing the required labor, supervision, transportation, tools, equipment, materials, and supplies necessary for accomplishment of janitorial and specialized services in accordance with the specifications set forth in this RFP, the accepted proposal and the resulting agreement. The County shall provide hand soap, paper hand towels, toilet tissue, trash bags, trash can liners, and toilet seat covers.

Any and all Contracts resulting from this RFP shall be considered a 100% performance contract, and cleaning services shall be performed to the total expectations of the specifications without regard to number of custodians/hours needed to perform. The Vendor(s) shall be required to perform the requirements safely and with expertise, knowledge, and capability with minimal monitoring by the County.

**SOLICITATIONS:** The RFP was advertised on April 25, 2014 on the Manatee County website, DemandStar, and was also provided to the Manatee County Chamber of Commerce for release to its members. (8) proposals were received from:

Alba Cleaning, Inc.- Bradenton, FL  
ABM- Tampa, FL  
At Your Service Cleaning Group, Inc.- Sarasota, FL  
JIREH Enterprises- Bradenton, FL  
JMC Services, Inc.- Winter Garden, FL  
KeeClean Management, Inc.- Orlando, FL  
TRIBOND, LLC- Mabelton, GA  
USSI - Ft. Myers, FL

<b>ATTACHMENTS</b> (List in order of attached)	N/A	<b>FUNDING SOURCE</b> (Acct Number & Name)	General Fund with Various G/L Accounts for Each Facility <input type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
<b>COST</b>	To be determined upon successful negotiations	<b>AMT/FREQ OF RECURRING COSTS</b> (Attach Fiscal Impact Statement)	N/A



**EVALUATION COMMITTEE (VOTING) MEMBERS:**

Chris Daley, Contracts Specialist, Purchasing Division  
David Thompson, Building Maintenance Division Manager, Property Management  
Carmine Demilio, Parks Operations Manager, Property Management  
Joshua Fields, Utilities Water Maintenance Superintendent, Utilities Departments  
Sable Perrin, Facilities Manager, Bradenton Area Convention and Visitors Bureau

**Non-Voting Staff Attending:**

Paula Pesmark, Building Supervisor, Property Management

**EVALUATION RESULTS (multiple awards):** The Evaluation Committee convened on June 19 and 20, 2014 to participate in an Oral Interview with each firm to demonstrate their approach to the following:

- Company's background to include annual revenue and experience in providing all of the required services, with more detail on their experience in providing Day Porter Services.
- The Evaluation Committee divided the facilities into three zones, and each proposer was to discuss their approach to providing the services with a detailed project schedule for each zone, and a staffing plan for each zone.
- Discuss current employee levels and plans to increase those levels if necessary prior to an eventual start date of September 1, 2014, based on a Contract Award date of July 29, 2014.
- Discuss precise roles of staff assigned to provide Management, Contract Administrator, and Supervisor services and have those individuals present at the presentations (Project Manager is required).
- Discuss any cost savings measures that would reduce their proposed cost.

Immediately following the June 20th oral Interview, the Evaluation Committee deliberated and then voted to select (2) firms. Then the Evaluation committee deliberated and then ranked the firms as follows:

- USSI, Ft. Myers, FL- This firm is currently providing services for Manatee County at the majority of the locations using 100% local employment force of forty employees, gave a good presentation and demonstrated a good understanding of the County's needs and desire for quality janitorial service at our County facilities. USSI was evaluated higher than the other short listed firms due to their current local Manatee County employment force; supervision of staff and service approach along with their willingness and capability to be flexible to any changing needs of the County as demonstrated during the current contract when they had to quickly take over janitorial services for several facilities after the other vendor's contract was terminated. Additionally, USSI is a Green Seal certified company since 2009 meaning that the products, services, and service approach used by this firm have been tested and certified to improve the environment and increase health and wellbeing by an independent third party non-profit company every two years.
- TRIBOND, LLC, Mableton, GA- This firm is currently providing kennel cleaning services for Manatee County, gave an informative proposal with very good references from several County and State Government contracts (both past and current), a good overview of their green cleaning system. Other favorable points was the presentation from their project manager about their hands on supervision and service approach of staff, as well as their plans to increase their staffing level plans at their local office using the local employment pool; their willingness to negotiate price and their flexibility to any changing needs of the County. While impressed with their presentation and capabilities, the Evaluation Committee ranked this firm second due to their current local employment force being lower than that of the first ranked firm and their need to increase staffing levels in order to provide the services.



- ABM, Tampa, FL- The firm provided a good presentation, good reference from Collier County, a good understanding of the County's needs, and a good service approach. Other favorable points was the firm's use of web based technology to communicate service needs and schedules for each facility. The firm, while believed capable of providing the quality of service required, was ranked third overall due to the Evaluation Committee's perception of a lower quality supervision of staff approach and staffing level approach as compared to that of the top two ranked firms.
- JMC Services, Inc., Winter Garden, FL- This firm gave a very good proposal, with good municipal references, and gave a good presentation that demonstrated their understanding of the County's needs. The firm, however did not have a current project manager to assign to this project and would have to hire one in addition to hiring staff to provide the services. The Evaluation Committee ranked this firm fourth overall due to their staffing level approach and the perception that the vendor was unwilling to enter into a contract unless they had a minimum of half of the facilities.
- At Your Service Cleaning Group, Inc., Sarasota, FL- This firm gave an adequate proposal and is currently providing janitorial services at a few of Manatee County's facilities. The firm is providing an adequate level of service presently, however they were ranked fifth overall due to the Evaluation Committee's perception of their inability to consistently provide the quality level of service required. The major factors in this perception are as follows: lower level of supervision and service approach, and the level of daily service provided currently does not equal the required quality service level of this RFP.

**REMAINING RESPONDENTS:** These remaining respondents, although qualified, were not selected based on a comparison of capabilities of the selected firms.

Alba Cleaning, Inc.- Bradenton, FL  
JIREH Enterprises- Bradenton, FL  
KeeClean Management, Inc.- Orlando, FL

**ESTIMATED COST OF SERVICES:** The estimated annual expenditure is \$550,000.00

**FUNDING:** The funding source for these services will be the General Fund with various G/L accounts for each facility.

*The above justifications are a generalized summary of major observations intended only to provide the County Administrator a sufficiently detailed overview of the main observations of a majority of Committee Members. Each Committee Member may have considered one or more facts or factors more or less important than the other Committee Members when voting, and this summary of the Evaluation Committee's decision is not an attempt to exhaustively describe each of the relevant factors which motivated each of the Committee Members to select the rankings described.*

The Evaluation Committee voted 5-0 to proceed with negotiations with the top two (2) ranked firms.

The resulting agreements will be managed by the Property Management and Utilities Departments.