

COMMISSION ITEM SUMMARY

Condensed Title:

Request For Approval To Award A Contract, Pursuant To Invitation To Bid No. 269-2013me, For Janitorial Services, Citywide.

Key Intended Outcome Supported:

Ensure well maintained facilities and ensure quality and timely delivery of capital projects.

Supporting Data (Surveys, Environmental Scan, etc): N/A

Item Summary/Recommendation:

The purpose of Invitation to Bid (ITB) 269-2013ME was to establish contracts by means of competitive sealed bids to qualified providers of janitorial services. These contracts shall remain in effect for an initial year term of three (3) years, with an option to renew for an additional two (2) one-year periods, to be exercised at the City's sole discretion.

City locations are categorized into two (2) groups. Bidders were required to submit prices for all location within one group and provide prices for additional services within each group for services that may be needed and could be added and/or deleted as needed throughout the life of the contract. Please refer to Appendix A for the locations included in each group.

Invitation to Bid (ITB) 269-2013ME was issued on June 7, 2013, with an opening date of July 12, 2013. A Pre-bid conference and site visit to representative locations included in this ITB scope of services was held on June 18, 2013.

The Public Group issued bid notices and 42 bidders accessed the advertised solicitation which resulted in the receipt of thirteen (13) bids.

RECOMMENDATION

United Services, Inc. is the lowest responsive and responsible bidder in both groups. Therefore, it is recommended that both groups be awarded to United Services, Inc. The secondary bidders are Service Keepers Maintenance and ISS Facility for Group 1 and 2, respectively. The secondary bidders will be utilized in the event that the primary bidder underperforms or fails to provide services as required under the ITB.

AWARD THE CONTRACT.

Advisory Board Recommendation:

Financial Information:






Source of Funds:	Amount	Account
1	\$ 820,159	520-1720-000325 - Property Management
	\$ 242,730	435-9962-000325 - Sanitation - Beach Front restrooms
	\$ 15,600	435-0430-000325 - Sanitation
	\$ 37,500	011-1210-000325 - Fire
	\$ 3,250	425-0410-000325 - Public Works
	\$ 3,100	425-0420-000325 - Public Works
	\$ 3,000	427-0427-000325 - Public Works
	\$ 14,300	510-1780-000343 - Fleet
	\$ 300,000	480-0463-000325 - Parking - Janitorial
	\$ 90,000	480-0463-000325 - Parking - Pressure cleaning
	\$ 100,000	142-6976-000325 - Parking - Janitorial
	\$ 16,000	142-6976-000325 - Parking - Pressure cleaning
	\$ 95,500	463-1990-000325 - Parking - Janitorial
	\$ 16,000	463-1990-000325 - Parking - Pressure cleaning
	\$ 108,000	467-1996-000325 - Parking - Janitorial
	\$ 14,000	467-1996-000325 - Parking - Pressure cleaning
OBPI	Total	\$1,879,139

Financial Impact Summary: The annual cost associated with City-wide janitorial services is subject to funds availability approved through the annual budgeting process. Account information and availability of funds shall be verified and approved for each request prior to procuring the services. The funding and accounts noted above are the FY 2014 budget amounts pending Commission approval.

City Clerk's Office Legislative Tracking:

Alex Denis, Extension 6641

Sign-Offs:

Department Director	Assistant City Manager	City Manager
AD  EC 	MT  KGB 	JLM 

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MIAMIBEACH



MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: September 11, 2013

SUBJECT: **REQUEST FOR APPROVAL TO AWARD A CONTRACT, PURSUANT TO INVITATION TO BID NO. 269-2013ME, FOR JANITORIAL SERVICES, CITYWIDE.**

ADMINISTRATION RECOMMENDATION

Approve the award of contract.

KEY INTENDED OUTCOME SUPPORTED

Ensure well maintained facilities and ensure quality and timely delivery of capital projects.

FUNDING

The annual cost associated with City-wide janitorial services is subject to funds availability approved through the annual budgeting process. Account information and availability of funds shall be verified and approved for each request prior to procuring the services. The funding and accounts noted above are the FY 2014 budget amounts pending Commission approval.

\$ 820,159	520-1720-000325 - Property Management
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\$ 108,000	467-1996-000325 - Parking - Janitorial
\$ 14,000	467-1996-000325 - Parking - Pressure cleaning
<u>\$1,879,139</u>	

BACKGROUND

The purpose of Invitation to Bid (ITB) 269-2013ME was to establish contracts by means of competitive sealed bids to qualified providers of janitorial services. These contracts shall remain in effect for an initial year term of three (3) years, with an option to renew for an additional two (2) one-year periods, to be exercised at the City Manager's sole discretion.

The contracts consist of providing janitorial services to City facilities and parking garages which include administrative offices, recreational facilities, parking facilities and public restrooms. The awarded companies shall provide all supervision, administrative support, labor, subcontractors, materials, supplies and equipment, and shall plan, schedule, coordinate and assure effective completion of all required services.

The specifications of this ITB were reviewed by the Sustainability Committee. Accordingly, the ITB was issued with language which will require the successful vendor to use environmentally-preferable cleaning chemicals and paper products & plastic trash bags/liners and maintain cleaning standards.

ITB PROCESS

Invitation to Bid (ITB) 269-2013ME was issued on June 7, 2013, with an opening date of July 12, 2013. A pre-bid conference and site visit to representative locations included in this ITB scope of services was held on June 18, 2013. During the pre-bid conference, prospective bidders were instructed on the procurement process and the information their respective proposals should contain.

The Public Group issued bid notices and 42 bidders accessed the advertised solicitation which resulted in the receipt of the following thirteen (13) bids:

1. Staffcraft Miami Corporation
2. DTZ –UGL Services
3. Omarcio Cleaning Services, Inc.
4. Service Keepers Maintenance, Inc.
5. Professional Building Services
6. Federal Janitorial
7. OJS Systems, Inc.
8. Stockton Maintenance Group, Inc.
9. American Multiservices & Janitorial
10. United Services, Inc.
11. ABM Services, Inc.
12. Vista Building Maintenance Services, Inc.
13. ISS C&S Building Maintenance Corporation

The ITB stated that the lowest responsive, responsible bidder meeting all terms, conditions, and specifications of the ITB will be recommended for award per location, group, or in its entirety, as deemed in the best interest of the City. Veterans and local preferences will be applied as applicable in the tabulation of bid prices received. Please note that neither veteran nor local preference was applied to any of the bidders. In the review of bids received and consideration of award, the City reserves the right to waive nonmaterial irregularities or technicalities in a bid received.

City locations are categorized into two (2) groups. Bidders were required to submit prices for all location within one group and provide prices for additional services within each group for services that may be needed and could be added and/or deleted as needed throughout the life of the contract. Please refer to Appendix A for the locations included in each group.

Below is a summary of the pricing submitted by all bidders for each group. Please note that mathematical errors were corrected by Procurement.

PROPOSER	BID GROUP 1
United Services Inc.	* \$ 840,026.64
Service Keepers Maintenance	**\$ 905,526.96
American MS Janitorial	\$ 922,967.88
ISS Facility	\$ 931,024.20
Omarcio Cleaning	\$ 968,973.60
Federal Janitorial	\$ 1,093,780.08
OJS Systems	\$ 1,231,440.00
DTZ	\$ 1,248,947.69
Staffcaf Miami	\$ 1,317,100.00
Vista Building Maintenance	\$ 1,401,110.76
Professional Building Service	\$ 1,478,770.59
ABM Janitorial	\$ 1,559,099.76
Stockton Maintenance Group	\$ 1,807,100.30

* Lowest responsible and responsive bidder per group.

** Second lowest responsible and responsive bidder per group.

PROPOSER	BID GROUP 2
United Services Inc.	*\$ 518,842.56
ISS Facility	**\$ 564,379.20
American MS Janitorial	\$ 604,086.84
Omarcio Cleaning	\$ 612,322.32
Professional Building Service	\$ 617,220.00
Federal Janitorial	\$ 659,447.04
Service Keepers Maintenance	\$ 668,289.84
OJS Systems	\$ 670,620.00
DTZ	\$ 714,845.03
Stockton Maintenance Group	\$ 737,960.15
Vista Building Maintenance	\$ 899,978.40
ABM Janitorial	\$ 1,310,582.28
Staffcaf Miami	N/B

* Lowest responsible and responsive bidder per group.

** Second lowest responsible and responsive bidder per group.

United Services, Inc. is the lowest responsive and responsible bidder in both groups. Therefore, it is recommended that both groups be awarded to United Services, Inc. The secondary bidders are Service Keepers Maintenance and ISS Facility for Group 1 and 2, respectively. The secondary bidders will be utilized in the event that the primary bidder underperforms or fails to provide services as required under the ITB.

United Services Inc. has been in business for 26 years. The following is a brief summary of the experience of the company:

- United Services Inc. services over 39 building within and for the City of Miami including administrative and ancillary services, gyms, parks, theaters, overnight facilities, and boat Marianas.
- United Services Inc. provides services to all areas for Mary Brickell Village including several square city blocks of varying client types. The scheduling of services and the time of completion is critical to the ongoing success of the complex. Employees with varying skills for the cleaning of settings entirely different in scope and scale are needed to ensure the effective completion of each and every task at this location.
- United Services Inc. is responsible for 49 buildings located within the City of Newark with thousands of visitors. The buildings vary in purpose, from City Hall and the Mayor's Office to educational buildings offering City sponsored classes, police stations, and courthouses.
- United Services Inc. provides services to New Jersey Institute of Technology, with an average of one new building a year since 1984. United Services Inc. is responsible for all the periodical maintenance within the majority of these buildings. They have also provided pre & post construction services clean-up during these construction phases.

State of the art equipment, along with strategic placement of chemical command dispensing systems, and the use of a computerized work order tracking software to calculate the proper amount of work per night for the employees made possible for United Services, Inc. to create consistency and in line with the customer task frequently schedule.

CITY MANAGER'S DUE DILIGENCE

After considering the review and recommendation of City staff, the City Manager exercised his due diligence and carefully considered the specifics of this ITB process. As a result, the City Manager recommends to the Mayor and City Commission to award the contract to United Services, Inc. the lowest responsive and responsible bidder. Further, in the event that the primary bidder underperforms or fails to provide services as required under the ITB, recommends awarding contract to the secondary bidders, Service Keepers Maintenance and ISS Facility for Group 1 and 2, respectively.

CONCLUSION

The Administration recommends the award of the contract to United Services, Inc., the lowest responsive, responsible bidder pursuant to Invitation to Bid (ITB) 269-2013ME, for janitorial service, citywide, and further, in the event that the primary bidder underperforms or fails to provide services as required under the ITB, recommends awarding contract to the secondary bidders, Service Keepers Maintenance and ISS Facility for Group 1 and 2, respectively.

JLM/MT/KGB/AD

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APPENDIX “A”

LOCATIONS PER GROUP

Group 1 LOCATION	GROUP 2 LOCATION
City Hall	South Pointe Park Ocean Rescue Facilities & Activity Room
City Hall Garage Offices	Scott Rakow Youth Center Complex
777 Building	Scott Rakow Youth Center Ice Rink
555 Building	South Shore Community Center
Fleet Management	21st Street Recreation Center
Sanitation Building	North Shore Rec & Tennis Center
Police Athletic League and Rec Center	Normandy Shores Park
Police Station	Normandy Shores Guardhouse
Fire Station #2 Administration	Normandy Isle Park & Pool
Fire Station 2 Support Services / EOC	Parks Maintenance Facility
North Beach Police Substation	Ocean Front Auditorium
Property Mgmt Office & Maintenance	Beach Patrol Office
Public Works Operations Building	Flamingo Park Pool
Marine Patrol Office and Public Restroom	Flamingo Tennis Center and Restrooms
Police Internal Affairs (225 Washington)	Flamingo Park Baseball, Football Stadium & Softball Field Restrooms
S. Pointe Park Beach Public Restroom	North Shore Open Space Offices
3rd Street Beach Front Public Restroom	Muss Park Pavilion & Restroom
6th Street Beach Front Public Restroom	Crespi Park Center & Restroom
10th Street Beach Front Public Restroom	Tatum Park Center & Restroom
14th Street Beach Front Public Restroom	Stillwater Park Center & Restroom
21st Street Beach Front Public Restroom	Fairway Park Center & Restroom
35th Street Beach Front Public Restroom	12th Street Parking Garage
46th Street Beach Front Public Restroom	16th Street Parking Garage
53rd Street Beach Front Public Restroom	17th Street Parking Garage
64th Street Restrooms	42nd Street Parking Garage
Unidad Senior Ctr Public Restrooms	13th Street Parking Garage
7th Street Parking Garage	
City Hall Parking Garage	
Pennsylvania Parking Garage	
Sunset Harbor Parking Garage	
Parking Department Operations Building	