

**INDIAN RIVER COUNTY, FLORIDA
MEMORANDUM**

DATE: February 22, 2018

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator

FROM: Richard B. Szpyrka P.E., Public Works Director

SUBJECT: Approval of Ranking of Proposals and Award of RFP 2018018 – Custodial Services for County Buildings

BACKGROUND:

The county entered into custodial services contracts for county buildings in 2015 with the contracts due to expire on February 28, 2018. On behalf of the Public Works Department, Requests for Proposals (RFPs) were solicited for custodial services, with contractors invited to submit on one or more of the five geographical groupings, with the indication that firms would be selected for no more than one group. Term of award is anticipated to be one year, with two one-year renewal options available, subject to vendor acceptance, satisfactory performance and staff's determination that a renewal would be in the best interest of the County.

RFQ RESULTS:

Advertising Date:	November 15, 2017
RFP Opening Date:	December 19, 2017 at 2:00 pm
DemandStar Broadcast to:	263 Subscribers
RFQ Documents Requested by:	35 Firms
Replies:	13 Firms

ANALYSIS:

After the mandatory pre-solicitation meeting was held, the Purchasing Division learned that a member of Facilities Management staff had provided a copy of the RFP to at least one firm, in violation of Purchasing policies. The copy distributed by this staff member was a draft copy and contained inaccurate dates and information. After consultation with the County Attorney, the Purchasing Manager determined the most appropriate action was to hold a second mandatory pre-solicitation meeting, as the firm had no reason to believe the copy provided to them by the County's agent was not the official RFP document. All planholders were notified by addendum and two firms that did not attend the initial meeting (as well as one that did attend the initial meeting) attended the second meeting, held on December 6, 2017. No protests or questions were raised in regards to the availability of a second meeting.

A selection committee comprised of Rich Szpyrka, P.E., Public Works Director, Chuck Belcher, Facilities Manager and Andy Sobczak, Infrastructure Projects Manager independently evaluated

and scored the received proposals in accordance with the Purchasing Manual. These scores were compiled by the committee and an overall ranking of the submittals for each project category developed. The committee's final ranking and recommendation of award per group is illustrated on the following table.

Group 1 – Judicial Complex	
1	K's Commercial Cleaning, Vero Beach
2	W&G Maintenance Corp., Palm Bay
3	American Janitorial, Inc., Umatilla
4	Bright Maintenance, Inc., Fort Pierce
5	Marsden Services, LLC, Miramar
6	CER Signature Cleaning, Vero Beach
7	R&R Corporate Systems, Inc., Tallahassee
8	D&A Building Services, Inc., Longwood
9	Boro Building and Property Maintenance, Sarasota
10	Image Janitorial Services, Inc., Lake Park
	<i>Grosvenor Building Services, LLC – DQ – Addenda not acknowledged</i>
	<i>American Facility Services – DQ – No Drug Free Workplace Form</i>
Group 2 – Administration Complex Excluding Tax Collector's Office	
1	Beachland Cleaning Service, Vero Beach
2	W&G Maintenance Corp., Palm Bay
3	Bright Maintenance, Inc., Fort Pierce
4	American Janitorial, Inc., Umatilla
5	CER Signature Cleaning, Vero Beach
6	Marsden Services, LLC, Miramar
7	Image Janitorial Services, Inc., Lake Park
8	D&A Building Services, Inc., Longwood
9	Boro Building and Property Maintenance, Sarasota
10	R&R Corporate Systems, Inc., Tallahassee
	<i>Grosvenor Building Services, LLC – DQ – Addenda not acknowledged</i>
	<i>American Facility Services – DQ – No Drug Free Workplace Form</i>
Group 3 – 43rd Avenue Complex	
1	Beachland Cleaning Service, Vero Beach
2	W&G Maintenance Corp., Palm Bay
3	American Janitorial, Inc., Umatilla
4	Marsden Services, LLC, Miramar
5	CER Signature Cleaning, Vero Beach
6	Boro Building and Property Maintenance, Sarasota
7	Image Janitorial Services, Inc., Lake Park
	<i>American Facility Services – DQ – No Drug Free Workplace Form</i>

Group 4 – North County Library	
1	American Janitorial, Inc., Umatilla
2	W&G Maintenance Corp., Palm Bay
3	CER Signature Cleaning, Vero Beach
4	Marsden Services, LLC, Miramar
5	Boro Building and Property Management, Sarasota
6	Image Janitorial Services, Inc., Lake Park
	<i>American Facility Services – DQ – No Drug Free Workplace Form</i>
Group 5 – Tax Collector Offices (North County and Admin Building)	
1	American Janitorial, Inc., Umatilla
2	W&G Maintenance Corp., Palm Bay
3	CER Signature Cleaning, Vero Beach
4	Marsden Services, LLC, Miramar
5	Boro Building and Property Management, Sarasota
6	Image Janitorial Services, Inc., Lake Park
	<i>American Facility Services – DQ – No Drug Free Workplace Form</i>

The new agreements will represent an increase in annual cost, most notably for Groups 4 and 5; however, the prices proposed were fairly consistent among firms. Additional work will be required under the new contracts, including quarterly floor stripping and waxing, completion of daily checklist sheets and monthly progress meetings. The committee determined the proposed cost to awarded firms to be reasonable in relation to the quality of work anticipated.

The annual cost represents increases to current costs as shown below.

Group	Current Cost	Proposed Cost	Increase
Group 1 (Courthouse and Main Library)	\$195,708.96	\$195,708.96	0%
Group 2 (Health Department and Admin Buildings minus Tax Collector)	\$178,393.56	\$228,468.00	28%
Group 3 (43 rd Ave Complex)	\$99,129.28	\$107,400.00	8%
Group 4 (NC Library)	\$23,962.32	\$44,160.00	84%
Group 5 (NC Offices and Tax Collector in Building B)	\$16,306.44	\$29,916.00	83%
Total	\$513,500.56	\$605,652.96	18%

Upon release of the committee's final ranking and recommendation for award, a protest was filed by CER Signature Cleaning (CER) stating a second pre-solicitation meeting should not have been held, that Groups 4 and 5 must be awarded to a single firm and that they should either be awarded Group 2 or Groups 4 and 5. This protest was denied by the Purchasing Manager. CER has been notified of its right to appeal at this meeting, and has indicated that they do intend to appeal. Documents associated with the protest are attached.

FUNDING:

The total cost for all facilities is an 18% increase from current costs for custodial services. Funding will come from Facilities Management – Other Contractual Services account 00122019-033490. A

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budget amendment in the amount of \$53,755.57 will be required to fund the new cleaning contracts for the remainder of the year.

RECOMMENDATION:

Staff recommends the Board approve the committee's final rankings and award the custodial services to: K's Commercial Cleaning (Group 1), Beachland Cleaning Service (Group 2), W&G Maintenance Corp. (Group 3), CER Signature Cleaning (Group 4) and American Janitorial, Inc. (Group 5). Staff further recommends the Board approve the sample agreement and authorize the Chairman to execute it after review and approval by the County Attorney as to form and legal sufficiency and after the required certificates of insurance have been received and approved by the Risk Manager.

ATTACHMENTS:

Sample Agreement

CER Signature Cleaning Protest Letter Dated February 13, 2018

Decision Regarding Protest Letter Dated February 14, 2018