

MEMORANDUM

Purchasing #23-031
September 14, 2023

To: Gregory P. Harrison, City Manager
Through: Carla R. Byrd, General Services Director
From: Jeff English, Purchasing Agent
Subject: Approve Ranking for RFP E-24-23 Janitorial Services

Contract Need/Background

Request for Proposal (RFP) E-24-23 was issued to obtain proposals to provide janitorial services to the City. The services have been divided into geographical groups. Group 1 consists of Pompano Beach City Hall, Commission Chambers, Fire Administration, Fire Training, and Fire Logistics. Group 2 consists of the Public Works, Utilities Environmental Services, and Code Enforcement Departments.

The notice list for this project was created for companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the notice list, and companies from appropriate listings in other sources.

Number of companies/firms submitting a proposal.....11

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's eBid System for download by interested companies/firms and notice sent to all registered proposers by email.

Selection/Evaluation Committee

Eleven (11) proposals were received in response to the RFP. The Selection/Evaluation Committee met on August 28, 2023 (in a public meeting) to review, evaluate, score, and rank the responses. The Committee recommended to award group 1, and to evaluate presentations for the recommendation of award of group 2. Copies of the minutes of the meeting, the voting matrix, and scoring sheets are attached.

Presentation/Evaluation Committee

The Presentation/Evaluation Committee meeting was held on September 5, 2023 to evaluate oral presentations from the three (3) companies that had been scored highest by the Committee in a meeting held on August 28, 2023. The recommendation resulting from this meeting would be for the award of group 2. Copies of the minutes of the meeting and the voting matrix and scoring sheets are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the evaluation and ranking and authorize the City staff to negotiate contracts with the highest ranked companies for Group 1: SFM Services, Inc., and for Group 2: Janitorial 5 Star Services LLC., a local Pompano Beach business

attachments
cc: file