

## MEMORANDUM

Purchasing #17-010  
October 25, 2016

To: Dennis W. Beach, City Manager  
Through: Otis J. Thomas, General Services Director  
From: Jeff English, Purchasing Agent  
Subject: Award Bid E-58-16 Janitorial Services

### Contract Need/Background

The City of Pompano Beach issued Bid E-58-16 to establish an annual, open end contract(s) for janitorial services for City Hall, Commission Chambers, and various buildings located throughout the City.

Attached you will find copies of a memorandum and the bid award recommendation form submitted by the Assistant Public Works Director, the bid tabulation, and the solicitation document. The Public Works Department recommends the bid be awarded to the lowest responsive, responsible bidder, Image Janitorial Services, Inc.

### Bidders List

The Bidders List was created by using companies suggested by the requesting department, companies that have responded to prior bids, companies that have requested their names be placed on the Bid List, and companies from appropriate listings in other source books.

Number of firms attending the mandatory pre-bid conference.....17  
Number of firms responding with complete bids.....6

### Advertising

The Bid was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The Bid package was also posted in the City's eBid System for download by interested firms.

### Funding

The above mentioned contract will be funded from account 503-5310-595.52-55 / Central Services / Cleaning.

### Market Research

The General Services Department performed outreach to janitorial services contractors to inform them about this project. A total of thirty (30) local companies were notified.

October 25, 2016

Award Recommendation

After reviewing the responses to this bid with the Public Works Department, it is recommended that the award for Bid E-58-16 be made to the lowest responsive, responsible bidder, Image Janitorial Services, Inc., in the amount of \$93,132.00 annually. The contract may be renewed for three (3) additional one-year periods, subject to the terms and conditions contained in the bid specifications.

/je

enclosures

cc: file