

**MEMORANDUM**

Purchasing #21-029  
August 10, 2021

To: Gregory P. Harrison, City Manager  
Through: Carla R. Byrd, General Services Director  
From: Jeff English, Purchasing Agent  
Subject: Approve ranking for RFP E-20-21 Janitorial Services

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Contract Need/Background

The Request for Proposals (RFP) E-20-21 was issued to select a company to provide janitorial services to the City for selected City buildings. George Buenaventura, Building Maintenance Services Director, provided the scope of services.

Bidders List

The mailing list for this project 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 sources. Thirteen (13) Pompano Beach janitorial service companies received the solicitation notice.

Number of companies submitting proposals.....6

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 web page for download by interested companies.

Selection/Evaluation Committee

Six (6) responsive proposals were received in response to the RFP. The Selection/Evaluation Committee met on July 28, 2021 (in a public meeting) to review and evaluate the proposals. All responsible proposals were scored, and the Committee decided that oral presentations would not be required as the scoring results showed sufficient distinction between the responding companies. Copies of the minutes, voting matrix, and scoring sheets are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest ranked company, Sunshine Cleaning Systems, Inc. Further authorization is requested to continue with the succeeding ranked companies should an impasse occur in the negotiations with the recommended company.

enclosures  
cc: file