M E M O R A N D U M

To: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jill Klaskin Press, Purchasing Consultant

Subject: Approval to Award P-39-18, Janitorial Services

Contract Need/Background

Bid P-39-18 was issued to obtain bids to establish an annual, open end contract for janitorial services for The City Hall, Commission Chambers, and various buildings located throughout the City of Pompano Beach. Bids submitted include the costs of all labor, supervision, equipment, cleaning supplies, and materials required to maintain a clean and sanitary environment in the various City facilities.

Attached you will find copies of a memorandum and the bid award recommendation form submitted by the Public Works Department, and copies of the bid tabulation, and bid solicitation document.

Bidders List

The Bidders List was created by using companies suggested by the requesting department, companies that have responded to prior bids and companies that have registered as bidders.

    Number of firms submitting bids..14

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 on the City's eBid System for download by interested firms and sent to all registered bidders by email.

Funding

The project will be funded from budgeted funds in account # 503-5310-595.52-55 (Central Services/Cleaning)

Market Research

The General Services Department performed outreach to local janitorial companies to inform them about this project. A total of thirty-nine (39) local companies were notified.

Award Recommendation

After reviewing the responses to this bid with the Public Works Department it is recommended the award for P-39-18 be made to the lowest responsible bidder, Image Janitorial Services, at a cost of $9,499.00 per month. City Commission approval of this contract award is requested. It should be noted that Image Janitorial Services is the incumbent vendor.

Enclosures
cc: file