

**MINUTES
SELECTION / EVALUATION COMMITTEE**

RFP E-02-20

**Janitorial Services
Tuesday, December 17, 2019
10:00 AM**

The committee consisted of:

Harold Beard, Assistant Public Works Director (Voting)
George Buenaventura, Facilities Maintenance Manager (Voting)
Francisco Rodriguez, Facilities Maintenance Supervisor (Voting)

Also in attendance: Jeffrey English (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide janitorial services. This meeting was posted as a "Public Meeting." Fifteen (15) firms submitted responses to the City's Request for Proposal; three were non-responsive. The meeting was called to order at 10:03 AM.

The Purchasing Department reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. Each Committee member had reviewed all of the responses in advance of the meeting.

The Committee discussed each of the proposals, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

(1)	Sunshine Cleaning Systems, Inc.	290.075
(2)	Kelly Janitorial Systems, Inc.	269
(3)	Chi-Ada Corp.	256
(4)	Encompass CSI, LLC.....	243.95
(5)	Xperts Cleaning, LLC.....	242.925
(6)	United States Services Industries, Inc.....	240.875
(7)	Overtime Building Maintenance.....	239
(8)	Image Janitorial Services, Inc.	228
(9)	Able Business Services, Inc.	226
(10)	Clean Space, Inc.....	204
(11)	Natganic Housecleaning Service.	181.425
(12)	Janitorial 5-Star Services, LLC.....	162

The consensus of the Committee was that the highest ranked firm would be recommended for moving forward with negotiations.

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, Sunshine Cleaning Systems, Inc., Encompass CSI, LLC, Xperts Cleaning, LLC, United States Services Industries, Inc., and Natganic Housecleaning Service, were each awarded an additional 2.5% for compliance with Tier 2 requirements. The Committee decided oral presentations would not be required as the

scoring results showed sufficient distinction between the responding firms. A copy of the voting matrix is attached.

An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate with Sunshine Cleaning Systems, Inc. The committee also agreed to request additional authorization to enter into a contract with the succeeding firms, if an impasse in negotiations occur between the City and the top ranked firm. The Committee meeting adjourned at approximately 10:50 AM.