

MEMORANDUM

Purchasing #20-008
December 23, 2019

To: Gregory P. Harrison, City Manager

Through: Jill Klaskin Press, Acting General Services Director

From: Jeff English, Purchasing Agent

Subject: Approve Ranking for RFP E-02-20 Janitorial Services

Contract Need/Background

Request for Proposals (RFP) E-02-20 was issued to obtain Janitorial Services. George Buenaventura, Facilities Maintenance Manager, provided the project scope of services.

Notice List

The Notice List was created by using companies suggested by the requesting department, companies that have responded to prior solicitation, companies that have registered in the eBid System, and companies from appropriate listings in other source books.

Number of firms submitting proposals – 15
Number of firms submitting responsive proposals - 12

Advertising

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

Selection/Evaluation Committee

Twelve (12) responsive proposals were received for the solicitation. The Selection-Evaluation Committee met on December 17, 2019 to review and evaluate the responses. This meeting was posted as a "Public Meeting." The twelve (12) responses were reviewed and scored, and the Committee determined that the highest ranked firm, Sunshine Cleaning Systems, Inc., would be recommended for the contract negotiation phase of the solicitation process. Copies of the minutes, voting matrix and scoring sheets, are attached.

Market Research

The General Services Department performed outreach to local Pompano Beach firms. Twelve (12) firms were notified.

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 firm, Sunshine Cleaning Systems, Inc. Further authorization is requested to continue with the succeeding ranked firm should an impasse occur in the negotiations with the recommended firm.

Attachments

cc: file