

RESOLUTION No. 2009-130-1075

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDED A JANITORIAL CONTRACT IN THE AMOUNT OF SIXTY EIGHT THOUSAND, SIX HUNDRED AND FORTY DOLLARS (\$68,640.00) TO USSI FOR JANITORIAL SERVICES; AUTHORIZING THE CITY MANAGER TO ISSUE ANNUAL PURCHASE ORDERS, PENDING APPROVED BUDGET ALLOCATIONS, NOT TO EXCEED A MAXIMUM OF FIVE YEARS; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, City staff prepared specifications for janitorial services for the expanded city hall facilities, police building, and public works building, in accordance with RFP #08-09-032, and

WHEREAS, the specifications were advertised as RFP#08-09-032 on March 26, 2009, and

WHEREAS, nine (9) proposals were received, publicity opened and read on April 23, 2009, and

WHEREAS, City staff evaluated the proposals and has ranked them as follows:

<u>Company</u>	<u>Yearly Cost</u>	<u>Total Points</u>
• # 1 - USSI, Ft. Myers, FL	68,640.00	226
• # 2 – D&A Building, Longwood, FL	\$81,109.68	157
• # 3 – BT Commercial, Ft. Lauderdale, FL	\$71,320.88	151
• # 4 – Kelly Janitorial Services, Miami, FL	\$94,690.32	132,

and

WHEREAS, City staff is recommending that the City Council award the RFP to USSI for janitorial services,

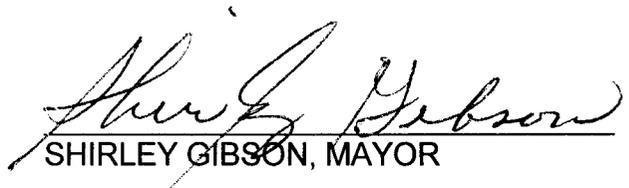
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AS FOLLOWS:

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. AUTHORIZATION: The City Council of the City of Miami Gardens hereby awards a Janitorial Services Contract to USSI in accordance with RFP#08-09-032 in the amount of \$68,640.00, and authorizes the City Manager to issue annual purchase orders, pending approved budget allocations, not to exceed a maximum of five years.

Section 3. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS AT ITS REGULAR CITY COUNCIL MEETING OF July 8, 2009.


SHIRLEY GIBSON, MAYOR

ATTEST:


RONETTA TAYLOR, MMC, CITY CLERK

PREPARED BY: SONJA KNIGHTON DICKENS, ESQ.
City Attorney

SPONSORED BY: DANNY CREW, CITY MANAGER

Resolution No. 2009-130-1075

MOVED BY: Councilman Gilbert
SECOND BY: Councilman Campbell

VOTE: 5-0

Mayor Shirley Gibson	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Vice Mayor Barbara Watson	<input type="checkbox"/> (Yes)	<input type="checkbox"/> (No) (out of town)
Councilman Melvin L. Bratton	<input type="checkbox"/> (Yes)	<input type="checkbox"/> (No) (out of town)
Councilman Aaron Campbell	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Councilman Oliver Gilbert, III	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Councilwoman Sharon Pritchett	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)
Councilman André Williams	<input checked="" type="checkbox"/> (Yes)	<input type="checkbox"/> (No)



City of Miami Gardens Agenda Cover Memo

Council Meeting Date:	July 8, 2009		Item Type: <small>(Enter X in box)</small>	Resolution	Ordinance	Other	
				X			
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>	1st Reading		2nd Reading	
	X			Public Hearing: <small>(Enter X in box)</small>	Yes	No	Yes
Funding Source:	City Hall Facilities; Public Works; Police		Advertising Requirement: <small>(Enter X in box)</small>		Yes		No
						X	
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	RFP/RFQ/Bid #:	RFP#08-09-032 Janitorial Services			
	X						
Sponsor Name	Danny Crew, City Manager		Department:	City Hall Facilities; Public Works; Police			

Short Title:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AWARDING A JANITORIAL CONTRACT IN THE AMOUNT OF SIXTY EIGHT THOUSAND, SIX HUNDRED AND FORTY DOLLARS (\$68,640.00) TO USSI FOR JANITORIAL SERVICES; AUTHORIZING THE CITY MANAGER TO ISSUE ANNUAL PURCHASE ORDERS, PENDING APPROVED BUDGET ALLOCATIONS, NOT TO EXCEED A MAXIMUM OF FIVE YEARS; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

Staff Summary:

During the last six years the City has expanded our office space and purchased two buildings for the Police Department and the Public Works Department. The current janitorial services contract expired and doesn't include the police or public works buildings.

Staff prepared specifications for janitorial services for the expanded city hall facilities (35,000 sq. ft.), police building (27,000 sq. ft) and public works building (4,710 sq. ft.). The specifications provide for certain janitorial duties to be accomplished on daily, weekly, quarterly and semi-annually basis. The janitorial requirements also require the company to supply all paper products, plastic products, cleaning solutions/products and necessary equipment to perform the janitorial duties. The contract is for an initial period of two years with option to renew annually, subjected to the appropriation of funds, not to exceed a maximum of five years total.

The specifications were advertised as RFP#08-09-032 on March 26, 2009. A broadcast notice was sent to 314 suppliers, forty-seven bid packages were requested. A pre-conference/site visit was held on April 10, 2009 and eighteen companies attended. Nine proposals were received and publicity opened and read on April 23, 2009. A copy of the proposal document and submittals are available at the Assistant to the Mayor and Council's office for review.

A selection/evaluation committee consisting of Vernita Nelson, Assistant City Manager; Daniel Perez, Facilities Manager; Ira Dozier and Dane Ryan Foo both Janitorial Supervisors for Parks were provided an evaluation ranking sheet, proposals, copy of the solicitation, and instructions as to the ranking process. Site visits to facilities currently being maintained of the top ranked company was part of the evaluation process. The ranking sheets were returned to procurement on May 5, 2009. At which time the scores were combined and totaled. A meeting was held on May 8, 2009, where committee members reviewed the scores and agreed that USSI was the top ranked company. Reference questions were determined and tentative dates for site visits. The top ranked compies are as follows:

<u>Company</u>	<u>Yearly Cost</u>	<u>Total Points</u>
• # 1 - USSI, Ft. Myers, FL	\$68,640.00	226
• # 2 – D&A Building, Longwood, FL	\$81,109.68	157
• # 3 – BT Commercial, Ft. Lauderdale, FL	\$71,320.88	151
• # 4 – Kelly Janitorial Services, Miami, FL	\$94,690.32	132

The committee met on June 16, 2009 to review the received references which were all found favorable. Two site visits of facilities maintained by USSI were scheduled for June 23, 2009. The committee found the sites clean and very presentable. The owners' representatives were pleased with the janitorial company's performance.

Proposed Action:

That the City Council approve the attached resolution awarding the Janitorial Services Contract to USSI in accordance with RFP#08-09-032 and authorizing the City Manager to issue annual purchase orders, pending approved budget allocations, not to exceed a maximum of five years.

Attachment:

Attachment A – Tabulation Sheet
Evaluation Ranking Sheet

**CITY OF MIAMI GARDENS
PROCUREMENT DEPARTMENT**

**EVALUATION RANKING SHEET
RFP# 08-09-032 Janitorial Services
April 23, 2009**

Company	Balanced Proposal Price (max. 100 pts.)	Description of equipment (max 20 pts)	Reference (max 120 pts) – based on site visits	Contractor's ability to perform contract – quality assurance programs, training etc. (max 100 pts)	Performance Measures – sample submitted (max 20pts)	Firm(s) located in CMG (max. 20 pts.)	Firm donate local schools (max. 20 pts)	Total (max. 400 pts.)
Kleen Master, Inc.	28	8		30	7	0	0	73
Weed-A-Way	36	6		42.5	7	0	0	91.5
USSI	100	19	83*	88	19	0	0	226 + 83 =309
D&B Building	56	13		73	15	0	0	157
GFS Building	40	9		56	9	0	0	114
Kelly Janitorial	48	11		58	15	0	0	132
Cleaning Systems	0	5		55	12	0	0	72
Chi-Ada	20	9		48	3	0	0	80
BT Commercial	60	16		68	7	0	0	151

Reference checks will be conducted on the four top ranked companies
*Site Visit conducted on top ranked company



City of Miami Gardens
 1515 N.W. 167th Street: Bldg. 5 Suite 200
 Miami Gardens, Florida 33169
 Procurement Department

Tabulation Sheet
 RFP#08-09-032 Janitorial Services
 April 23, 2009 @ 2:00 p.m.

	Kleen Master, Inc.	Weed-A-Way, Inc	USSI	D&A Building Svcs.	GFS Building Maint.	Kelly Janitorial Systems	Cleaning Systems	Chi-Ada Corp.	B T Commercial Contractor
Jan. Service	\$3,502.00	\$2,860.00	\$2,562.56	\$2,820.31	\$3,523.28	\$3,100.00	\$4,050.00	\$2,968.00	\$2,905.00
Paper	150.00	368.00	126.72	300.00	150.00	300.00	150.00	400.00	319.76
Supply	50.00	249.00	70.40	100.00	25.00	100.00	50.00	225.00	115.00
Plastic	100.00	249.00	56.32	197.71	10.05	40.00	50.00	350.00	90.00
Clean									
Supply									
TOTAL	\$3,802.00/mo	\$3,726.00/mo	\$2,816.00/mo	\$3,448.02/mo	\$3,708.33/mo	\$3,540.00/mo	\$4,300.00/mo	\$3,943.00/mo	\$3,429.76/mo
COST	\$45,624.00/yr	\$44,712.00/yr	\$33,792.00/yr	\$41,376.24/yr	\$44,499.96/yr	\$42,480.00/yr	\$51,600.00/yr	\$47,316.00/yr	\$41,157.12/yr
Jan. Service	\$560.00	\$636.00	\$480.48	\$667.09	\$393.13	\$700.00	\$2,500.00	\$416.00	\$316.98
Paper	95.00	89.00	23.76	50.00	16.19	50.00	150.00	131.00	35.00
Supply	40.00	89.00	13.20	25.00	3.00	50.00	50.00	62.00	14.02
Plastic	65.00	89.00	10.56	36.71	3.00	10.00	25.00	150.00	10.80
Clean									
Supply									
TOTAL	\$760.00/mo	\$903.00/mo	\$528.00/mo	\$778.80/mo	\$415.32/mo	\$810.00/mo	\$2,725.00/mo	\$759.00/mo	\$376.80/mo
COST	\$9,120.00/yr	\$10,836.00/yr	\$6,336.00/yr	\$9,345.60/yr	\$4,983.84/yr	\$9,720.00/yr	\$32,700.00/yr	\$9,108.00/yr	\$4,521.60/yr
Jan. Service	\$3,966.00	\$3,458.00	\$2,162.16	\$2,076.79	\$3,838.21	\$3,187.86	\$465.00	\$2,756.00	\$1,809.00
Paper	200.00	548.00	106.92	240.00	250.00	173.00	20.00	560.00	199.80
Supply	75.00	548.00	59.40	75.00	40.00	120.00	5.00	288.00	71.82
Plastic									
Supply									
CleanSupply	125.00	548.00	47.52	140.00	16.00	60.00	10.00	450.00	56.16
TOTAL	\$4,366.00/mo	\$5,102.00/mo	\$2,376.00/mo	\$2,532.32/mo	\$4,144.21/mo	\$3,540.86/mo	\$500.00/mo	\$4,054.00/mo	\$2,136.78/mo
COST	\$52,392.00/yr	\$61,224.00/yr	\$28,512.00/yr	\$30,387.84/yr	\$49,730.52	\$42,490.32/yr	\$6,000.00/yr	\$48,648.00/yr	\$25,641.36/yr

Add'l staff	\$15.00/hr	\$24.00/hr	\$18.50/hr	\$14.50/hr	\$13.50/hr	\$13.50/hr	\$18.00/hr	\$20.00/hr	Didn't provide
Cashier check	yes	yes	yes	yes	yes	yes	yes	yes	yes
TOTAL 3 BLDGS.	\$107,136.00/yr	\$116,772.00/yr	\$68,640.00/yr	\$81,109.68/yr	\$99,214.32/yr	\$94,690.32/yr	\$90,300.00/yr	\$105,072.00/yr	\$71,320.08/yr

The following proposals were non-responsive & will not be evaluated:

- Admire Cleaning Service – submitted company check – cashier check was required
- SFM Services, Inc. – submitted bid bond – cashier check was required