SUBJECT: JANITORIAL SERVICES FOR VARIOUS CITY LOCATIONS

BID #: ESC-0374-19 **OPEN DATE: 2019-03-06**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – MAY 1, 2019 THROUGH SEPTEMBER 30, 2019, WITH FOUR (4) ONE YEAR RENEWAL OPTIONS

AGENCY: PUB BLDGS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase award with ISS Facility Services, Inc. (contract #9578-04) for Janitorial Services at Various City Locations, in the amount of $31,716.00. By adding services to JSO 911 Backup Call Center at 5847 Aviation Avenue to become effective January 2020 at the cost of $3,293.00 per month ($30,000.00 for the remainder of FY20) for 7-day a week service with two (2) cleanings per day; adding the new Duval County Tax Collector's Office (Roosevelt Branch) at 6331-10 Roosevelt Blvd, effective January 2020 at the cost of $636.00 per month. The new Roosevelt Branch Office will replace Cedar Hills Branch at $501.00 per month which is closing January 2020. Funding to cover the cost difference of these two facilities for the reminder of FY20 is $1,716.00. Total revised estimated annual expenditure amount will be $2,105,439.40, for a total revised award amount not-to-exceed $2,958,814.55.

This award is to be funded by various account(s) dependent on funding and to be executed by formal contract amendment through Office of General Counsel and processed by individual Purchase Order(s).

Attachments: Recommendation Memo, Vendor Quotes, Previous Award(s)

ANALYST: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED Daniel Pawson
For GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Roy Birbal, Chief, Public Buildings Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE2

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor
Department of Public Works
Public Buildings Division
555 W. 44th Street
Jacksonville, FL 32208
(904) 255-4343
www.coj.net

ONE CITY. ONE JACKSONVILLE.

December 6, 2019

MEMORANDUM

TO: **Competitive Sealed Proposals Evaluation Committee (CSPEC)**

ATTN: **Gregory W. Pease, Chief, Procurement Division**

THRU: **John P. Pappas, P.E., Director**

FROM: **Roy Birbal, Chief**

SUBJECT: **ESC-0374-19: Janitorial Services For Various City Locations - ISS Facility Services, Inc. Request to amend and increase award.**

The Public Buildings Division is recommending approval of the following two (2) items which serve to amend and increase the award with ISS Facility Services, Inc. for Janitorial Services For Various City Locations as follows:

1) Add JSO 911 Backup Call Center at 5847 Aviation Avenue to the list of locations receiving service effective in the month of January 2020 at the cost of $3,293.00 per month ($30,000.00 for the remainder of FY20) for 7-day a week service with two (2) cleanings per day leaving a small reserve of $363.00 for unanticipated janitorial needs. No actual start-up date for service has been defined by JSO at this time.

2) Add the new Duval County Tax Collector's Office (Roosevelt Branch) at 6331-10 Roosevelt Blvd. to the list of locations receiving service effective in the month of January 2020 at the cost of $636.00 per month. The new Roosevelt Branch Office replaces the Cedar Hills Branch Office ($501.00 per month) which is closing January 2020. Funding to cover the cost difference of these two facilities for the remainder of FY20 is $1,716.00.

The revised estimated annual amount will be $2,105,439.40, with a revised not-to-exceed amount of $2,958,814.55.

Funding will be encumbered by individual releases against the master blanket, dependent on funding, the appropriate account and fiscal year.

The addition of these two facilities will be documented by formal Contract Amendment (Contract 9578-04) through the Office of General Counsel.

Your assistance in concurring with these recommendations would be appreciated. If you have any questions or concerns regarding this matter, please contact Jim Lange at 904-255-4340.

Attachments: * Vendor Proposals
* Previous Award

cc: Ann Brackin, Public Works Contracts & Finance Manager
Marilyn Laidler, Purchasing Analyst
Jim Lange, Contract Administration Coordinator

ISS FACILITY SERVICES
728 Blanche Street Suite 114
Jacksonville, FL 32204

December 3, 2019

Public Works Department/Public Buildings Division
City of Jacksonville
555 West 44th Street
Jacksonville, FL 32208

ATTN: Jim Lange

RE: Proposal for the Janitorial Services @ JSO 911 Backup Call Center 5847 Aviation Ave.

At your request, we are submitting the following proposal for your consideration.

ISS Facility Services (ISS) will furnish all equipment, labor, and supervision necessary to perform janitorial services.

All below prices are monthly cost for services	1 shift per day	2 shifts per day
3 Day per week Janitorial	$736.00	$1,472.00
4 Day per week Janitorial	$963.50	$1,927.00
5 Day per week Janitorial	$1,191.00	$2,382.00
6 Day per week Janitorial	$1,419.00	$2,838.00
7 Day per week Janitorial	$1,646.50	$3,293.00

ISS is a *drug-free* business dedicated to providing quality services and equal employment opportunities.

ISS is fully insured, including Contractors Liability and full Workman's Compensation insurance. Our insurance agent, at your request, will provide a Certificate of Insurance.

We appreciate this opportunity to offer our proposal for your janitorial needs; and hope that we may continue to be of service to you. If there are any questions, please feel free to call us.

Sincerely,
Rene Bartlett
Operations Manager
ISS Facility Services

352/372-8753 Phone **904/265-1926 Phone** **http://www.us.issworld.com**
352/372-1510 Fax **904/265-1927 Fax**

ISS FACILITY SERVICES
728 Blanche Street Suite 114
Jacksonville, FL 32204

December 4, 2019

Public Works Department/Public Buildings Division
City of Jacksonville
555 West 44th Street
Jacksonville, FL 32208

ATTN: Jim Lange

RE: Proposal for the Janitorial Services @ Roosevelt Tax Collector

At your request, we are submitting the following proposal for your consideration.

ISS Facility Services (ISS) will furnish all equipment, labor, and supervision necessary to perform janitorial services.

Monthly janitorial services	$636.00

ISS is a *drug-free* business dedicated to providing quality services and equal employment opportunities.

ISS is fully insured, including Contractors Liability and full Workman's Compensation insurance. Our insurance agent, at your request, will provide a Certificate of Insurance.

We appreciate this opportunity to offer our proposal for your janitorial needs; and hope that we may continue to be of service to you. If there are any questions, please feel free to call us.

Sincerely,
Rene Bartlett
Operations Manager
ISS Facility Services

352/372-8753 Phone 904/265-1926 Phone http://www.us.issworld.com
352/372-1510 Fax 904/265-1927 Fax

SUBJECT: JANITORIAL SERVICES FOR VARIOUS CITY LOCATIONS

BID #: ESC-0374-19

OPEN DATE: 2019-03-06

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – MAY 1, 2019 THROUGH SEPTEMBER 30, 2019, WITH FOUR (4) ONE YEAR RENEWAL OPTIONS

AGENCY: PUB BLDGS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to utilize the first renewal option with ISS Facility Services, Inc. (contract #9578-04) for Janitorial Services at Various City Locations. Period of Service will be from October 1, 2019 through September 30, 2020, with three (3) one (1) year renewal options remaining. To add services to JSO Forfeiture Warehouse Office Space beginning October 1, 2019 at 5 days a week at the cost of $435.00 per month. Total estimated annual expenditure amount will be $2,073,723.40, for a total revised award amount not-to-exceed $2,927,098.55.

This award is to be funded by account(s):
PWPB-Various PB-PWPB5A1MAPR-03410E-$595,232.64; PWPB- City Hall at St. James- PWPB5A1SJ-03410E- $267,696.00; PWPB- Ed Ball Building- PWPB5A1BALL-03410E- $296,426.76; PWPB- Jake Godbold Building- PWPB5A1HB-03410E- $26,304.00; PWPB- Pre-Trial Detention Facility- PWPB5A1PD-03410E- $14,952.00; PWPB-Yates Building- PWPB5A1YB-03410E- $73,920.00
Jacksonville Public Library- PLJX011MBBS-03410- $782,192.00; Jacksonville Public Library Conf. Facilities- PLJX15WLCFT-03410- $17,000.00, to be executed by formal contract amendment through Office of General Counsel and processed by individual Purchase Order(s).

Attachments: Recommendation Memo, Vendor Renewal Letter, Vendor Quote, Insurance Certificate, Previous Award(s)

ANALYST: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Roy Birbal, Chief, Public Buildings Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE2

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 9/12/19

OTHER:

Teresa R. Eisher

ACTION OF AWARDING AUTHORITY DATE 9/13/19

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
~~Under Authority of:~~
Executive Order No: 2019-02

SUBJECT: JANITORIAL SERVICES FOR VARIOUS CITY LOCATIONS

BID #: ESC-0374-19 OPEN DATE: 2019-03-06

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – MAY 1, 2019 THROUGH SEPTEMBER 30, 2019, WITH FOUR (4) ONE YEAR RENEWAL OPTIONS

AGENCY: PUB BLDGS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase award with ISS Facility Services, Inc. (contract #9578-04), in the amount of $21,450.40 for Jacksonville Public Library, as a result of adding additional days of service for several libraries resulting in a need for janitorial services for fiscal year 2019. Total revised award amount not-to-exceed $853,375.15

This award is to be funded by account(s): PLJX011MBBS-03410 to be executed by formal contract amendment through Office of General Counsel and processed by individual Purchase Order(s).

Attachments: Recommendation Memo, Previous Award(s)

ANALYST: Marilyn Laidler MARILYN LAIDLER RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Roy Birbal, Chief, Public Buildings Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 8/22/19

OTHER:

Teresa R Eckert

ACTION OF AWARDING AUTHORITY DATE 8/23/19

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: JANITORIAL SERVICES FOR VARIOUS CITY LOCATIONS

BID #: ESC-0374-19

OPEN DATE: 2019-03-06

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – MAY 1, 2019 THROUGH SEPTEMBER 30, 2019, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUB BLDGS

BASIS OF AWARD: EVALUATION CRITERIA- HIGHEST SCORE

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
The City had previously issued this RFP, and the evaluation committee has evaluated proposals, based upon the evaluations and scores the rankings are as follows (highest to lowest):

1. ISS Facility Services, Inc. - (Score) 93.60
2. Trusted Hand Services, Inc. – (Score) 91.80
3. Grosvenor Building Services- (Score) 67.20

Recommend approval of award to ISS Facility Services, Inc., as the highest scoring bidder, for Janitorial Services at Various City Locations, per evaluation criteria. Period of Service will be from May 1, 2019 through September 30, 2019, with four (4) one (1) year renewal options. Total award amount not-to-exceed $831,924.75.

This award to be funded by account(s):

Departments & Location	Account Code	Monthly	5 Month Total
PWPB- Godbold Bldg.	PWPB5A1HB-03410E	$2,192.00	$10,960.00
PWPB- St. James Bldg.	PWPB5A1SJ-03410E	$22,308.00	$111,540.00
PWPB- Yates Bldg.	PWPB5A1YB-03410E	$6,160.00	$30,800.00
PWPB- Ed Ball Bldg.	PWPB5A1BALL-03410E	$24,702.23	$123,511.15
PWPB- Various Public Bldgs.	PWPB5A1MAPR-03410E	$49,167.72	$245,838.60
PWPB- Pre-Trail Detention Facility	PWPB5A1PD-03410E	$1,246.00	$6,230.00
Total for PWPB		**$105,775.95**	**$528,879.75**
Jacksonville Public Library	PLJX011MBBS-03410	$59,609.00	$298,045.00
JPL- Conference Facilities	PLJX15WLCFT-03410	$1,000.00	$5,000.00
Extended Total:		**$166,384.95**	**$831,924.75**

To be executed by formal contract through Office of General Counsel and processed by individual Purchase Order(s).

Attachments: Recommendation Memo, Scoring Sheet, Bid Tabulation, Evaluation Matrix, JSEB Letter, Basis of Award

ANALYST: MARILYN LAIDLER

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Roy Birbal, CFM, Chief, Public Buildings Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 4/04/19

OTHER:

SUBJECT: JANITORIAL SERVICES FOR VARIOUS CITY LOCATIONS

BID #: ESC-0374-19

OPEN DATE: 2019-03-06

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – MAY 1, 2019 THROUGH SEPTEMBER 30, 2019, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUB BLDGS

BASIS OF AWARD: EVALUATION CRITERIA- HIGHEST SCORE

ACTION OF AWARDING AUTHORITY DATE 4/4/19

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05