SUBJECT: JANITORIAL SERVICES FOR THE DUVAL COUNTY COURTHOUSE COMPLEX

BID #: ESC-0354-18 **OPEN DATE: 2018-01-10**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – MARCH 1, 2018 THROUGH SEPTEMBER 30, 2018, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUB BLDGS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (1) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to ISS Facility Services, Inc., the only respondent to provide Janitorial Services for the Duval County Courthouse Complex, per evaluation criteria. Period of Service will be from March 1, 2018 through September 30, 2018, with three (3) one (1) year renewal options. Total award amount not-to-exceed $488,894.00.

This award to be funded by account(s):

Location	Account Code	Per Month	FY Total (7 months)
Courthouse	PWPB5A1CHC-03410E	$57,539.00	$402,773.00
State Attorney's Office	PWPB5A1CHS-03410E	$12,303.00	$86,121.00
Total:	Total:	$69,842.00	$488,894.00

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

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

ANALYST: Marilyn Laidler
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 _____ 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.

DATE: February 14, 2018

TO: Gregory W. Pease, Chief
Procurement Division

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

FROM: Roy Birbal, CFM, Chief

SUBJECT: ESC-0354-18 Recommendation to Award
Janitorial Services for the Duval County Courthouse Complex

In response to the solicitation for bids to provide Janitorial Services for the Duval County Courthouse Complex, the Procurement Division received one (1) response from one (1) bidder on January 10, 2018 and forwarded the bid to the Public Buildings Division to review for a recommendation of award.

After reviewing the one (1) bid, the Public Buildings Division recommends approval to award to the lowest responsive, responsible bidder, ISS Facility Services, Inc. in the amount of $488,894.00.

The initial contract period is from March 1, 2018 through September 30, 2018 with three (3), one (1) year renewal options.

Funding for this award to be encumbered by individual releases against a master blanket utilizing the accounts shown below dependent on funding, the appropriate accounts and fiscal year. A formal contract will executed through the Office of General Counsel.

Location	Account Code	Per Month	FY18 Total (7 Months)
Courthouse	PWPB5A1CHC-03410E	$ 57,539.00	$ 402,773.00
State Attorney's Office	PWPB5A1CHS-03410E	$ 12,303.00	$ 86,121.00
Total:	Total:	$ 69,842.00	$ 488,894.00

Upon review of the State of Florida's list of licensed contractors, the following active business license was verified.

ISS Facility Services, Inc. Document Number: F99000000488

Your assistance in concurring with this recommendation for the respective award would be appreciated. If you have any questions or need additional information regarding this request, please contact Jim Lange at (904) 255-4340.

Attachments: Bid Tabulation
Evaluation Matrix Summary in connection with Attachment B
Email from Kevin Conway to Marilyn Laidler dated 01/12/2018 3:44 PM
JSEB/EBO Forms 1, 2 and 4 as submitted by ISS Facility Services, Inc.

cc: Ann Brackin, Public Works Contracts and Finance Manager
Marilyn Laidler, Purchasing Analyst
Mark Butler, Facility Manager, Public Buildings Division
Jim Lange, Contract Administration Coordinator

MANDATORY PRE-BID CONFERENCE: DECEMBER 11, 2017 @ 9:00 AM

TITLE:	JANITORIAL SERVICES FOR DUVAL COUNTY COURTHOUSE COMPLEX		ISS FACILITY SERVICES		
BID NO.	ESC-0354-18 (PB)				
OPEN DATE:	JANUARY 10, 2018 @ 2:00 PM				
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST				
No. Invited: (6)	No. Received (1) No Bids: (0)				
ITEM	DESCRIPTION	MONTHLY PRICE	X7	TOTAL 1ST CONTRACT PERIOD COST	
	THE COURTHOUSE COMPLEX- ALL AREAS (MON-FRI)	$ 69,842.00	7	$ 488,894.00	$ -
	• The Contractor must submit its last annual financial statement with the respective bid.		YES		
	• The Contractor must provide at least three (3) verifiable references of cleaning experience on multi-story buildings demonstrating the ability to successfully clean over 1,000,000 square feet of office space or demonstrated experience in the cleaning of heavy commercial facilities of similar area or a combination of the two		YES		
	• Contractor must provide a list of contracts held for the previous thirty six (36) months, including name, address, and telephone of a point of contact and dollar value of contract		YES		
	• The Contractor must submit a list of all commercial grade equipment that will be used to perform the services as outlined in this bid. Bids will only be considered from Contractors which have suitable equipment to maintain this contract. List must include equipment type, model, and quantity owned by the company. Pre-award inspection of the company's equipment may be made prior to award.		YES		
	• The Contractor bidding must have been engaged in the business of performing commercial janitorial services for a minimum of thirty-six (36) consecutive months prior to bid opening date.		YES		
	• Contractor must possess an established Federal Employee Identification Number and list the number on the Bid Form in the appropriate area.		YES		
	• The Contractor shall provide all bonds as required and evidence of liability insurance and workers' compensation coverage upon receipt of request of such document.		YES		
	• Contractor must have an operating office within Duval County, FL and have had same in place for a minimum of twelve (12) consecutive months prior to bid opening date.		YES		
	• The organization must have the ability to obtain and maintain liability insurance as required by the City of Jacksonville and must submit with its response, a signed affidavit from its insurance provider stating it can provide all required coverage at the levels required by the RFP or a "FOR BID PURPOSES ONLY" certificate of insurance evidencing all coverages, limits and additional provisions as required by the RFP.		YES		
	CONFLICT OF INTEREST:		YES		
	JSEB PARTICIPATION:		PROVIDED GOOD FAITH DOCUMENT		
	ADDENDUM(S) ( )		N/A		

Bid: ESC-0354-18 Janitorial Services for the Duval County Courthouse Comples							
Contractor		PRICE (30 pts)	COMPETENCE (30 pts)	EXPERIENCE/PAST RECORD OF PERFORMANCE (30 pts)	FINANCIAL RESPONSIBILITY (10 pts)	TOTAL POINTS	Average
	Reviewer 1	30	30	30	10	100	
	Reviewer 2	30	30	25	8	93	
	Reviewer 3	30	30	30	10	100	95.60
	Reviewer 4	25	30	25	10	90	
	Reviewer 5	25	30	30	10	95	

From: Conway, Kevin
Sent: Friday, January 12, 2018 3:44 PM
To: Laidler, Marilyn
Cc: Pearson, Daniel
Subject: RE: ISS Facility Services Janitorial Services For The Courthouse Complex bid review

Marilyn,

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the EBO Forms 1 & 2 received today regarding the ISS bid for Janitorial Services For The Courthouse Complex (Bid ESC-0354-18).

We agree to the goal of 40% participation and confirm Freddie Richardson is active JSEB in good standing through 6/9/2018.

Regards,

Kevin Conway
JSEB Business Compliance Officer
(904) 255-8167

2.4 Submission of Responses.

A. The location and deadline for submitting Responses is set forth in Section 1 of the RFP. Contractors are fully responsible for meeting these requirements. Reliance upon mail or public carrier is at Contractor's risk. **Late bids will not be considered.**

B. Contractor shall submit:

1) One (1) original signed version of its Response clearly marked as "ORIGINAL." The Response must be signed by an officer or employee having authority to legally bind Contractor.

2) Five (5) hard copies of the entire Response.

3) One (1) scanned copy (in .pdf format) of entire Response on a CD-ROM or flashdrive. Large files may be scanned as several separate PDF files.

4) One (1) REDACTED scanned copy of the Response (if necessary pursuant to Section 2.12). This copy should be marked "Confidential – Trade Secret" or something comparable to alert the reader of Contractor's claim of a public records exemption.

All copies are to be placed in a sealed package. The outside must be marked with (i) the RFP title and number, and (ii) Contractor's name, address, contact person, and telephone number.

It is the sole responsibility of each Contractor to assure all copies are EXACT duplicates of the original Response. Photocopies or CD copies will be used for the purpose of evaluating the Responses. Any information contained in the original Response which has not been transferred to the CDs or photocopies will NOT be considered. The original document will be used solely for official record keeping and auditing purposes.

2.5 Evaluation of Responses.

A. Buyer will determine the qualifications, interest and availability of Contractors by reviewing all Responses and, when deemed necessary in the sole discretion of Buyer, by conducting formal interviews of selected Contractors that are determined to be the best qualified based upon evaluation of the Responses.

B. The determination of which Contractors are "best qualified" will be based upon the criteria set forth in the RFP.

C. Before making an award, Buyer reserves the right to seek clarifications, revisions, and information it deems necessary for the proper evaluation of Responses. Failure to provide any requested clarifications, revisions or information may result in rejection of the Response.

D. Buyer reserves the right to accept or reject any and all Responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if Buyer determines that doing so will serve Buyer's best interests. Buyer may reject any Response not submitted in the manner specified by the RFP.

2.6 **Award of Contract.**

A. The process for contract award is set forth in Jacksonville Ordinance Code Section 126.204. Generally, the City will award the Contract to the responsible and responsive proposer(s) whose Response is determined in writing to be the most advantageous to the City of Jacksonville, based solely on the relative importance assigned to price and of the criteria set forth in Attachment B. The award may be contingent on the outcome of direct negotiations under Sections 126.201(d)(4) and 126.201(n), *Ordinance Code.*

B. Buyer may make an award within sixty (60) days after the date of the Responses are due, during which period the Responses shall remain firm and shall not be withdrawn. Any Response that expresses a shorter duration may, in Buyer's sole discretion, be accepted or rejected. If award is not made within sixty (60) days, the Response shall remain firm until either the Contract is awarded or Buyer receives from Contractor written notice that the Response is withdrawn. [Note: Withdrawal of a Response may be requested within 72 hours (excluding State holidays, Saturdays and Sundays) after the date and time Responses are due. Buyer will not accept an amended Response after the date and time Responses are due.]

C. Except as may otherwise be expressly set forth in the RFP, Buyer intends to award one contract but reserves the right to enter into a contract with multiple Contractors or to reject all Responses.

D. Based on the evaluation and negotiation results, Buyer shall electronically post a notice of intended award at Buyer's website. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Any person who is adversely affected by the decision shall file with Buyer a notice of protest in accordance with the Protest provisions of the RFP. Buyer does not intend to provide tabulations or notices of award by telephone.

2.7 **Terms of Agreement.** After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. The Contract will be substantially in the form set forth in an attachment to the RFP. Buyer will not be obligated to pay Contractor for the RFP services until the Contract is signed by both parties. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract.

If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of negotiating and awarding a second contract to another Contractor in accordance with the criteria and processes set forth herein; and/or (iii) take such other actions permitted by law.

2.8 **Public Meetings and Special Accommodations.** Any meetings of the RFP evaluation committee (i.e., the Professional Services Evaluation Committee), shall be noticed on Buyer's website and shall comply with Florida's Open Meetings Laws. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Persons requiring a special accommodation because of a disability should contact the Contact Person identified in Section 1 at least forty-eight (48) hours prior to the meeting.

Attachment B
Evaluation Matrix

Each proposal submission will be evaluated using the criteria listed below. Each Contractor is required to submit documentation to address each of the evaluation criteria defined in this section and applicable points will be awarded based on the Contractor's response(s). Information provided for the evaluation and qualification will only be considered in reference to the firm proposing, unless the Contractor is a formal joint venture enterprise as defined herein. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.**

NOTE: Contractors may request confidential designation for those portions of the unpriced technical offering that contain information only to be viewed by the City, such as trade secrets, proprietary data, or other confidential information.

PRICE.....
COMPETENCE.....30 POINTS
EXPERIENCE/PAST RECORD OF PERFORMANCE.....30 POINTS
FINANACIAL RESPONSIBILITY.....30 POINTS
.....10 POINTS

PRICE (30pts) – provide a monthly rate as indicated on the enclosed Bid Proposal Form (Form 1). The lowest monthly price will receive the maximum amount of points for price. All others will receive a point value based on the difference to the lowest price. *Lowest monthly price receives maximum points. Next score is determined by: Lowest monthly Price/next lowest monthly price x 30pts = x pts*

COMPETENCE (30pts) – include evidence of technical, professional, education and training in performing janitorial services in all commercial settings, particularly those settings that cover multilevel office facilities of approximately 1,000,000 square feet or more. Provide evidence of adequate personnel. Provide the names and resumes of individuals to be assigned to this contract under a supervisory and/or management level.

EXPERIENCE/PAST RECORD OF PERFORMANCE (30pts) – Provide a listing of current and past contracts held in performing janitorial services in a commercial setting for the past 36 consecutive months (include the name of the client, the volume of services provided and a point of contact/phone number).

Provide evidence of prior performance in the area of cleaning LEED certified buildings or "Green" cleaning procedures, if none so state. Refer to the General Cleaning Specifications for additional discussion topics, one of which must be a generic green building plan. Include the cleaning products anticipated to be used to service this contract.

Describe/provide information pertaining to the performance of the firm to include any references, letters of recommendation, awards received and performance data provided by client(s) receiving the services.

FINANCIAL RESPONSIBILITY (10pts) – Provide evidence to demonstrate there is financial stability for purchasing equipment and materials and hiring personnel that will be required to perform the requested services. Contractor is also requested to provide evidence of any and all legal proceedings, disciplinary or otherwise, in which the Contractor has been or is currently named as a party.

QWS3270X 2/16/2018 10:31 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 02/16/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 10:30 AM

FISCAL MO/YEAR : 05 2018 CURRENCY CODE :
INDEX CODE : PWPB5A1CHC COURTHOUSE COMPLEX
SUBOBJECT : 03410E CONTRACTUAL SERVICES-CLEANING/JANITORIAL
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	FEB 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	21,378.00	653,692.00	653,692.00
EXPENDITURES	.00	150,550.89	150,550.89
ENCUMBRANCES	.00	100,367.26	100,367.26
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	21,378.00	402,773.85	402,773.85

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO
G005 - PRIOR RECORD DISPLAYED

QWS3270X 2/16/2018 10:31 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 02/16/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 10:31 AM

FISCAL MO/YEAR : 05 2018 CURRENCY CODE :
INDEX CODE : PWPB5A1CHS STATE ATTORNEY-ANNEX/OLD FED COURTHOUSE
SUBOBJECT : 03410E CONTRACTUAL SERVICES-CLEANING/JANITORIAL
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	FEB 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	175,321.00	175,321.00
EXPENDITURES	.00	41,742.96	41,742.96
ENCUMBRANCES	.00	27,828.64	27,828.64
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	105,749.40	105,749.40

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO
G005 - PRIOR RECORD DISPLAYED