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SUBJECT: JANITORIAL SERVICES FOR THE DUVAL COUNTY COURTHOUSE COMPLEX

BID #: ESC-0258-22 **OPEN DATE: 2021-08-25**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC BUILDINGS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 8 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject RFP closed on 8/25/21. Approval was granted to enter into contact negotiations with the top-ranked firm, ISS Facility Services, Inc., on 10/8/21.

Recommend approval of award to the top-ranked firm, ISS Facility Services, Inc., for Janitorial Services for the Duval County Courthouse Complex. Estimated initial award amount not-to-exceed $708,376.50 ($64,964.50 per month for the Duval County Courthouse and $13,744.00 per month for the State Attorney's Office). Period of service will be from January 1, 2022 through September 30, 2022 with four (4) one (1) year renewal options.

Funding for this award will be encumbered from the accounts listed below, executed by formal contract through the Office of General Counsel, and processed via Purchase Orders.

Duval County Courthouse: 54101.155005.534420.000000.00000000.00000.0000000
State Attorney's Office: 54101.155006.534420.000000.00000000.00000.0000000

ATTACHMENTS: Recommendation Memo, Section 1.3, Previous Award

ANALYST: _____
BRYAN MATUS

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 _____ 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 1, 2021

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-0258-22: Janitorial Services For The Duval County Courthouse Complex
Recommendation to Award – ISS Facility Services, Inc.

The Public Buildings Division and ISS Facility Services, Inc. have completed price negotiations resulting in the agreed-upon pricing structure for award and initial FY22 9-month period beginning January 1, 2022 through September 30, 2022 as shown below:

Location	Account Code	Per Month	FY22 (9 Months)
Duval County Courthouse	54101-155005-534420-000000-00000000-00000	$ 64,964.50	$ 584,680.50
State Attorney's Office	54101-155006-534420-000000-00000000-00000	$ 13,744.00	$ 123,696.00
	TOTAL: (January 2022 - September 30, 2022)	$ 78,708.50	$ 708,376.50

Accordingly, the Public Buildings Division recommends awarding the aforementioned award to ISS Facility Services, Inc. effective January 1, 2022 through September 30, 2022 with four (4) one (1) year renewal options.

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

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 would be appreciated. If you have any questions or concerns regarding this matter, please contact Sheila Kuhl at 904-255-4340.

cc: Steve Schlessinger, Public Works Contracts & Finance Manager
Bryan Matus, Procurement Analyst
Sheila Kuhl, Contract Administration Coordinator

Attachment: Letter from ISS Facility Services

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

December 1, 2021

Mr. Jim Lange
City of Jacksonville
555 W 44th Street
Jacksonville, Florida 32202

RE: ESC-0258-22
Janitorial Services for the Duval County Courthouse Complex

After negotiations ISS Facility Services, Inc. desires to enter into a new agreement with the City of Jacksonville Bid ESC-0258-22 (Janitorial Services for the Duval County Courthouse Complex).

The negotiated cost for the period of January 1, 2022 through September 30, 2022 will be as follows.

SAO
$13,744.00 Monthly
$123,696.00 Initial nine-month term

Duval County Courthouse Complex
$64,964.50 Monthly
$584,680.50 Initial nine-month term

Total Monthly Cost:
$78,708.50 Monthly
$708,376.50 Initial nine-month term

Sincerely,

Rene Bartlett

Rene Bartlett
General Manager

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

1.3 Term of Agreement.

The initial contractual period will be for one (1) year from October 1, 2021 through September 30, 2022, subject to availability of funds for the fiscal year. Upon mutual agreement, the contract may be extended for four (4) one (1) year renewals in subsequent years from October 1 through September 30.

All pricing submitted shall remain firm for the initial term period. Upon request from the Contractor, the individual building monthly prices and the unit prices may be modified at time of renewal based on the latest available year over year change in the CPI-W or documentation notifying of an industry wide. The City reserves the right to decline any price increase request.

1.4 Minimum Requirements for Contractors.

The City reserves the right to determine whether Contractors have the minimum qualifications to conduct a janitorial service operation of this type. Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. A Contractor who is lacking the basic qualifications will not be considered for the awarding of this bid. Regardless of the cost, the determination by the City concerning Contractor qualification shall be final. In order to facilitate prompt award of the contract, the Contractor must submit with its proposal the following information and meet the minimum qualifying criteria. *FAILURE TO SUBMIT REQUESTED INFORMATION WILL BE GROUNDS FOR REJECTION OF BID:*

- The Contractor must submit its last annual financial statement with the respective bid.
- Contractor must provide a list of contracts held for the previous thirty six (36) months, including name, address, telephone number and dollar value of each contract. Additionally, 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. **Form 4.**
- 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.
- 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.
- Contractor must possess an established Federal Employee Identification Number and list the number on the Bid Form in the appropriate area.
- **Contractor must have an operating office within Duval County, FL and have had same in place for a minimum of three (3) consecutive months prior to bid opening date.**

1.5 Equal Business Opportunity Program

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Participation Percentage Plan," which is set forth on Attachment C. to this RFP. This RFP shall have a 30% participation goal under the Plan.

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OPEN DATE: 2021-08-25

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PUBLIC BUILDINGS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 8 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to enter into contract negotiations with the highest ranking firm, ISS Facility Services, Inc., for Janitorial Services for the Duval County Courthouse Complex. Negotiations are being requested to determine if bid prices can be brought more in line with the budget. Upon completion of negotiation, a recommendation will be presented to the committee for review and approval.

ATTACHMENTS: Recommendation Memo, Evaluation Matrix, Section 2.6

ANALYST: BRYAN MATUS

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 ____ MEMBERS DISAPPROVING ____ DATE ____

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 10-8-21

APPROVED ✓ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____

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