**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 RESPECTFULLY SUBMITTED _____
MARILYN LAIDLER 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.

August 9, 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
REQUEST TO INCREASE FY19 FUNDING FOR JACKSONVILLE PUBLIC LIBRARY

The Public Buildings Division is recommending approval to increase the aforementioned award with ISS Facility Services, Inc. by increasing the estimated FY19 expenditure on behalf of Jacksonville Public Library by adding $21,450.40 as a result of adding additional days of service for several libraries resulting in a need for increased janitorial services.

The revised FY19 not-to-exceed amount will be $853,375.15.

If approved, the additional funding will be encumbered by releases against the master blanket using the funding source PLIX011MBBS-03410 and documented by Amendment 1 to City Contract 9578-04 through the Office of General Counsel.

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

Attachment: Initial Award

cc: Ann Brackin, Public Works Contracts and Finance Manager
Marilyn Laidler, Procurement Analyst
Jim Lange, Contract Administration Coordinator
Caryn Bellavia, Contract Administration Coordinator

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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
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

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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

## Brackin, Ann

**From:** Bellavia, Caryn
**Sent:** Thursday, August 08, 2019 4:20 PM
**To:** Lange, Jim
**Subject:** RE: ESC-0374-19 Janitorial Services for Various City Locations - JPL Funding
**Attachments:** ISS Budget.xlsx

Increase for the remainder of FY19

PLJX011MBBS-03410 $21,450.40

I have attached a spreadsheet to itemize branch expenditures.

**From:** Lange, Jim
**Sent:** Thursday, August 8, 2019 8:18 AM
**To:** Bellavia, Caryn <CBellavia@coj.net>
**Cc:** Brackin, Ann <ABRACKIN@coj.net>; Birbal, Roy <RBirbal@coj.net>
**Subject:** RE: ESC-0374-19 Janitorial Services for Various City Locations - JPL Funding
**Importance:** High

Caryn,

I must have JPL's FY19 increase requirement(s) and funding source(s) by close of business today to submit a recommendation for CSPC approval to increase FY19 funding asap.
Keep in mind, we're already past the deadline for next week's CSPEC agenda so it will (hopefully) be included on the 8/22/19 session agenda. If approved, it will then have to be documented by formal contract amendment through OGC. With Procurement's deadlines pertaining to FY19 Purchase Orders, Releases and Change Orders rapidly approaching, JPL may want to consider speaking with Procurement about how to ensure the necessary FY19 funding is in place to cover the additional anticipated expenses.

Jim

Jim Lange
Contract Administration Coordinator
City of Jacksonville
Public Buildings Division
555 West 44th Street
Jacksonville, FL 32208
(904) 255-4340 (Office)
(904) 476-3288 (Cell)
jlange@coj.net
Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure

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**From:** Bellavia, Caryn
**Sent:** Wednesday, August 7, 2019 4:46 PM
**To:** Lange, Jim
**Subject:** RE: ESC-0374-19 Janitorial Services for Various City Locations - JPL Funding

For FY20

QWS3270X 8/16/2019 2:39 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 08/16/2019
LINK TO: ACCOUNT SUMMARY INQUIRY 2:38 PM

FISCAL MO/YEAR : 11 2019 CURRENCY CODE :
INDEX CODE : PLJX011MBBS LIBRARY - MAIN, BRANCH AND MOBILE
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

| S | AUG 2019 | ANNUAL BALANCE | ALL YEARS BALANCE |
|---|---|---|---|
| ESTIMATED REVENUES | .00 | .00 | .00 |
| REVENUES | .00 | .00 | .00 |
| UNREALIZED REVENUES | .00 | .00 | .00 |
| BUDGET | -35,000.00 | 1,047,996.61 | 1,047,996.61 |
| EXPENDITURES | 68,342.97 | 825,604.16 | 825,604.16 |
| ENCUMBRANCES | -68,342.97 | 211,961.87 | 211,961.87 |
| PRE-ENCUMBRANCES | .00 | .00 | .00 |
| REMAINING BALANCE | -35,000.00 | 10,430.58 | 10,430.58 |

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