PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **January 28, 2019**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204 approval is requested to utilize the Competitive Sealed Proposal process to select the most qualified firm for Janitorial Services for Various City Locations for Public Works Department/ Public Building Division . As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Participation Plan -40%

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Chief or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

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.

January 17, 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: **Certification Letter for Procurement of Janitorial Services for Various City Locations**

The Public Buildings Division is requesting the Procurement Division proceed with the issuance of a Professional Services Bid for janitorial services. The following information is furnished in accordance with chapter 126.204 of the City Ordinance Code.

The Public Buildings Division is requesting the use of the Competitive Sealed Proposal Evaluation Committee (CSPEC) process for the procurement of janitorial services for Various City Locations consisting of fifty (50) various buildings and twenty-one (21) public libraries as defined in Bid Proposal Form 1.

The current bid/agreement (ESC-0622-14) is scheduled to expire February 28, 2019 with no renewal options remaining.

The requested time period of the new bid/agreement is for an initial five (5) month period (May 1, 2019 through September 30, 2019) with four (4) one (1) year renewal options.

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

The sub-committee responsible for evaluating the submitted bids will be comprised of the following representatives of Public Works and Jacksonville Public Library: Gene Trevail, Bob Upson, Tammy Duggan, Caryn Bellavia and Jim Lange.

The evaluated bid process is required to meet the extensive scope of work and unique requirements that are requisite to meet daily operations, specialized scheduling and security requirements of the buildings involved. In order to ensure that the minimum requirements are being met, that an adequate level of service is being provided and that an appropriate cost structure is implemented, the evaluated process would be the fairest way to select the contractor.

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

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

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

January 3, 2019

To: Gregory Pease, Chief
Procurement Division

From: Teresa O. Bocchieri, Business Compliance Officer
Equal Business Opportunity Office

Re: **Janitorial Services for Various City Locations-Revised**

The Equal Business Opportunity Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☐ Encouragement
- ☒ Participation **40%**
- ☐ Set-A-Side

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

cc: Marilyn Laidler

214 North Hogan Street, Suite 800 Jacksonville, FL 32202 904-255-8840 Fax 904-255-8842 www.iseb.coj.net

1.3 **Term of Agreement.**

Initial contractual period will be for a seven (7) month period from March 1, 2019 through September 30, 2019, 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. Upon request from the Contractor, the individual building monthly prices and the unit prices may be modified based on the change in the CPI-W, at the time of the extension for the next annual period.

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.
- 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
- 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.
- 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.
- The Contractor shall provide all bonds as required and evidence of liability insurance and workers' compensation coverage upon receipt of request of such document.
- **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.**
- ~~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~~Form 3 Insurance Agent Acknowledgement shall be completed and signed by the Contractor'e Insurance Agent and submitted with the RFP response..