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City Council Agenda Item Meeting of May 17, 2016

TO: The Honorable Mayor and Members of the City Council
FROM: James R. O'Connor, City Manager
DATE: May 10, 2016

SUBJECT: Recommendation of Award – Bid No. 080-16/CSS - Janitorial Services

REQUESTED BY: City Manager/Purchasing and Warehouse Operations

The following is requested as it relates to the above-referenced agenda item:

X Request Council review and approval based on the attached supporting documentation.

 No action required. (Information only)

MEMORANDUM

TO: James O'Connor, City Manager

THROUGH: Cynthia D. Lawson, Finance Director 

FROM: John O'Brien, Manager of Purchasing and Warehouse Operations ~~AOE~~

SUBJECT: RECOMMENDATION OF AWARD JANITORIAL SERVICES

DATE: May 4, 2016

BACKGROUND:

The City of Vero Beach currently has a contract with JMC Services Inc., to provide janitorial services for all of the City's facilities. JMC Services Inc. has provided these services for the past three (3) years and chose not to renew the contract.

As a result, on March 29, 2016 the Purchasing Division issued an Invitation to Bid for janitorial services. On April 5, 2016 a pre-bid conference was conducted which entailed a complete walk through of all City facilities with prospective bidders and on April 19, 2016 a public bid opening was conducted in which six (6) responses were received. Image Companies was the lowest responsive bidder with a bid of \$156,000 for the first year of the contract, year two and three would cost \$159,920 and \$163,118 respectively. The current annual cost of our contract is \$144,216. This represents approximately an 8% increase or \$11,784 from our current contract. A reference check was conducted and Image Companies has satisfactorily provided janitorial service to other government agencies such as City of Boynton Beach and Martin County. Attached is a tabulation of the responses to the bid.

RECOMMENDATION:

Request this item be placed on the May 17, 2016 council agenda and recommend the City Council award Image Companies a three (3) year contract with an option to renew in annual increments for a period not to exceed two (2) one-(1) year periods. If approved, the contract would commence on June 1, 2016.

FUNDING:

Funding is from the individual department's janitorial services accounts. Budget amendments may be required for some departments; however, not all department prices increased.

SWOT ANALYSIS

Strength: Image Companies has contracted with other governmental entities. They have a comprehensive training program all employees must complete before working on site. In addition, they have a system to track employees and if a shift has not started within ten (10) minutes of its scheduled time a Supervisor will be notified immediately.

Weakness: New contract is approximately 8% higher in cost.

Opportunity: Hopefully the increased costs will result in more labor being provided towards keeping our facilities clean.

Threats: Without this contract office spaces would become unsanitary and the Recreation Department would lose revenue from the facilities they rent.

CITY OF VERO BEACH
 PROFESSIONAL JANITORAL SERVICES
 BID TABULATION 080-16/CSS OPENED April 19, 2016

DEPARTMENT	IMAGE 1ST YEAR	IMAGE 2ND YEAR	IMAGE 3RD YEAR	UNITED SERVICES 1ST YEAR	UNITED SERVICES 2ND YEAR	UNITED SERVICES 3RD YEAR	CER SIGNATURE 1ST YEAR	CER SIGNATURE 2ND YEAR	CER SIGNATURE 3RD YEAR	BORO BUILDING 1ST YEAR	BORO BUILDING 2ND YEAR	BORO BUILDING 3RD YEAR	AMERICAN FACILITY 1ST YEAR	AMERICAN FACILITY 2ND YEAR	AMERICAN FACILITY 3RD YEAR	BEACHLAND 1ST YEAR	BEACHLAND 2ND YEAR	BEACHLAND 3RD YEAR
City Hall	\$2,908.45	\$2,966.62	\$3,025.95	\$3,338.62	\$3,338.62	\$3,338.62	\$1,800.00	\$1,800.00	\$1,800.00	\$3,070.00	\$3,070.00	\$3,070.00	\$3,672.86	\$3,772.86	\$3,885.86	\$2,628.00	\$2,656.00	\$2,656.00
T&D	\$2,782.67	\$2,838.33	\$2,895.09	\$2,453.97	\$2,453.97	\$2,453.97	\$1,550.00	\$1,550.00	\$1,550.00	\$3,025.00	\$3,025.00	\$3,025.00	\$1,973.80	\$2,033.01	\$2,094.00	\$1,287.00	\$1,305.00	\$1,305.00
Community Center	\$637.29	\$650.03	\$663.03	\$1,798.59	\$1,798.59	\$1,798.59	\$1,800.00	\$1,800.00	\$1,800.00	\$3,680.00	\$3,680.00	\$3,680.00	\$1,752.73	\$1,805.31	\$1,859.50	N/B	N/B	N/B
Power Plant	\$520.00	\$530.40	\$541.01	\$192.18	\$192.18	\$192.18	\$650.00	\$650.00	\$650.00	\$580.00	\$580.00	\$580.00	\$582.23	\$596.75	\$614.65	\$711.00	\$721.00	\$721.00
Public Works	\$1,669.60	\$1,703.00	\$1,737.06	\$230.61	\$230.61	\$230.61	\$1,300.00	\$1,300.00	\$1,300.00	\$1,820.00	\$1,820.00	\$1,820.00	\$1,973.28	\$1,821.99	\$1,563.51	\$995.00	\$1,015.00	\$1,015.00
Bethel Creek House	\$79.81	\$81.41	\$83.03	\$731.26	\$731.26	\$731.26	\$1,500.00	\$1,500.00	\$1,500.00	\$540.00	\$540.00	\$540.00	\$740.57	\$762.78	\$786.66	N/B	N/A	N/B
Leisure Square	\$553.11	\$564.17	\$575.45	\$1,427.02	\$1,427.02	\$1,427.02	\$2,000.00	\$2,000.00	\$2,000.00	\$630.00	\$630.00	\$630.00	\$1,933.95	\$1,991.95	\$2,047.94	\$2,563.00	\$2,589.00	\$2,589.00
River House	\$70.49	\$71.90	\$73.34	\$731.26	\$731.26	\$731.26	\$1,500.00	\$1,500.00	\$1,500.00	\$540.00	\$540.00	\$540.00	\$738.97	\$752.55	\$775.12	N/B	N/B	N/B
Tennis Shop	\$37.56	\$38.30	\$39.07	\$2.96	\$2.96	\$2.96	\$35.00	\$35.00	\$35.00	\$58.00	\$58.00	\$58.00	\$46.00	\$47.38	\$48.80	\$87.00	\$90.00	\$90.00
Airport Terminal	\$638.23	\$650.99	\$664.01	\$1,008.05	\$1,008.05	\$1,008.05	\$900.00	\$900.00	\$900.00	\$620.00	\$620.00	\$620.00	\$1,073.71	\$1,106.02	\$1,139.20	\$1,664.00	\$1,698.00	\$1,698.00
Airport TSA	\$41.45	\$42.27	\$43.12	\$52.63	\$52.63	\$52.63	\$140.00	\$140.00	\$140.00	\$90.00	\$90.00	\$90.00	\$117.99	\$121.49	\$125.13	\$112.00	\$120.00	\$120.00
Marina	\$187.78	\$191.53	\$195.36	\$206.90	\$206.90	\$206.90	\$600.00	\$600.00	\$600.00	\$390.00	\$390.00	\$390.00	\$532.17	\$548.13	\$564.57	\$1,635.00	\$1,660.00	\$1,660.00
Sewer Plant	\$148.06	\$151.02	\$154.04	\$245.40	\$245.40	\$245.40	\$650.00	\$650.00	\$650.00	\$385.00	\$385.00	\$385.00	\$356.47	\$367.16	\$378.20	\$715.00	\$721.00	\$721.00
Water Plant	\$777.40	\$792.95	\$808.81	\$306.75	\$306.75	\$306.75	\$900.00	\$900.00	\$900.00	\$765.00	\$765.00	\$765.00	\$921.73	\$949.35	\$978.18	\$995.00	\$1,015.00	\$1,015.00
Police	\$1,948.10	\$1,987.08	\$2,026.83	\$2,206.44	\$2,206.44	\$2,206.44	\$2,400.00	\$2,400.00	\$2,400.00	\$2,090.00	\$2,090.00	\$2,090.00	\$2,329.73	\$2,432.94	\$2,505.94	\$1,492.00	\$1,515.00	\$1,515.00
Police Pistol Range (Quarterly)	No Charge	\$200.00	\$204.00	\$11.83	\$11.83	\$11.83	\$70.00	\$70.00	\$70.00	\$50.00	\$50.00	\$50.00	\$55.00	\$56.25	\$57.25	\$175.00	\$175.00	\$175.00
Pistol Range Special Cleaning	\$250.00	\$250.00	\$250.00	\$47.00	\$47.00	\$47.00	\$250.00	\$250.00	\$250.00	\$300.00	\$300.00	\$300.00	\$125.00	\$128.00	\$129.50	\$96.00	\$96.00	\$96.00
MONTHLY AMOUNT	\$13,000.00	\$13,260.00	\$13,525.20	\$14,932.64	\$14,932.64	\$14,932.64	\$17,725.00	\$17,725.00	\$17,725.00	\$18,283.00	\$18,283.00	\$18,283.00	\$18,746.19	\$19,109.67	\$19,367.26	\$14,884.00	\$15,105.00	\$15,096.00
ANNUAL AMOUNT	\$156,000.00	\$159,920.00	\$163,118.40	\$179,239.00	\$179,239.00	\$179,239.00	\$212,980.00	\$212,980.00	\$212,980.00	\$219,596.00	\$219,596.00	\$219,596.00	\$225,174.28	\$229,541.04	\$232,636.12	\$179,308.00	\$181,960.00	\$181,852.00
Local Preference	NO			NO			YES						NO			YES		
Bid Bond	YES			YES			NO						YES			YES		
Questionnaire	YES			YES			YES						YES			YES		
Debarment	YES			YES			YES						YES			YES		
Equal Opportunity	YES			Yes			YES						YES			YES		
Drug Free Workplace	YES			Yes			YES						YES			YES		
Non-Collusion	YES			YES			YES						YES			YES		
Add. 1-3	YES			Yes			YES						YES			YES		