



## Legislation Text

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**File #:** 180949., **Version:** 2

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### **Annual Contract for Janitorial and Porter Services at GRU's Eastside Operations Center (B)**

Janitorial and Porter services are required at GRU facilities to ensure that the facilities are kept clean and tidy for general use by both the public and City/GRU employees. The scope of these services includes all labor, supplies, supervision, tools, materials, equipment, and transportation necessary to provide janitorial and porter services at the GRU Eastside Operations Center (EOC).

On January 3, 2013, the City Commission approved a three-year contract with ISS C&S for Janitorial and Porter services at the GRU EOC facility for an amount not to exceed \$167,500 annually. On September 3, 2015, the City Commission approved a three-year extension of contract with ISS C&S. In anticipation of the contract expiring in September 2018, an Invitation to Bid to continue Janitorial and Porter services at the EOC was issued July 24, 2018. Three contractors responded to the 1TB and an annual contract was awarded to Sheilashine Cleaning Service, Inc. for an amount not to exceed \$66,000. Upon mutual agreement with the contractor, the contract was terminated December 13, 2018.

Subsequent to the termination, another Invitation to Bid was issued on January 26, 2019 for Janitorial and Porter services at the EOC. Invitations to Bid were sent to Fifty (50) prospective janitorial contractors and the bid was posted on GRU's website. A mandatory pre-bid meeting and walk-through of the facilities was held with ten (10) companies in attendance. Five (5) bids were received. Three (3) of the bids received were from local, small business enterprises. The bids were evaluated based on pricing, bidder certification, qualifications, and past work experience. Carpet Systems Plus of North Florida, Inc., a local, small business enterprise provided the best evaluated bid. A tabulation of all of the bids received is attached for your reference.

This item was presented to the UAB on April 11, 2019.

Funds are available in the FY19 budget and will be requested in subsequent year budgets.

Staff recommends that the City Commission:

- 1) authorize the General Manager, or his designee, to execute a four-year contract with Carpet Systems Plus of North Florida, Inc., subject to approval by the City Attorney, for Janitorial and Porter services at the GRU Eastside Operations Center; and
- 2) approve the issuance of purchase orders for these services to Carpet Systems Plus of North Florida, Inc., in an initial amount of \$116,000 for the first year. Subsequent years will allow for price changes not to exceed the annual Producer Price Index. Subject to approval by of the City Attorney as to form and legality, and the final appropriation of funds for these services in each fiscal year of the agreement.

On 4/11/19, the UAB voted 7-0 to advise the City Commission to approve the staff recommendation.