

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Cleaning Services for Architectural Facades and Monuments at Ft Benning Gateway – RFP No. 20-0010
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of a contract with The Business Transformation Company (Columbus, GA) to provide cleaning services for two architectural facades and monuments located at the Ft Benning Gateway (I 185/Ft Benning & Columbus). The vendor’s cost proposal is within budget for this project.

The Business Transformation Company will provide all equipment, labor and materials to clean the architectural facades and monuments on either side of the Columbus/Ft Benning Gateway located at I 185-Hwy 27 cloverleaf.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web pages of the Purchasing Division and the Georgia Procurement Registry on November 6, 2019. This RFP has been advertised, opened and evaluated. One proposal was received on December 6, 2019.

In accordance with Section 3-108, Item H of the Procurement Ordinance, the Purchasing Division performed due diligence by conducting a survey of non-responsive firms to determine if it was necessary to revise the specifications to encourage more competition. The following five (5) firms were surveyed:

1. Business Top Cleaner Services: Vendor expressed interest, but did not indicate ability to perform the work identified.
2. NSI Clean Hire: No response.
3. Renewal Renovations, LLC: No Response
4. A&A Cleaning Services: No Response
5. A Action Cleaning Service: No Response

Based on the response to the survey, the Purchasing Division determined that revisions to the specifications were not required. The Purchasing Division opened the one (1) proposal received from the following firm:

The Business Transformation Company (Columbus, GA)

The following events took place after receipt of the proposal:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Proposals Distributed	12/18/2020	Committee members picked up their proposal copies from the Purchasing Division.
Pre-Evaluation/1 st Evaluation Meeting	1/6/2020	Due to only receiving one proposal, the Pre-Evaluation and First Evaluation committee meetings were combined. The

		Purchasing Manager advised evaluation committee members of the RFP rules and process. The sole submission was reviewed and discussed by the Committee. The Committee determined clarifications were needed from the vendor.
Clarification & Meeting Requested	1/17/2020	Clarifications were requested in regard to the vendor's proposal and a meeting request letter was sent.
1 st Meeting with Vendor	1/23/2020	Vendor presented the clarifications which were requested via letter. Vendor stated they would be meeting with staff at Ft Benning on 2/4/2020, to discuss issues that may affect traffic operations on/near Base. A second meeting was agreed upon, to occur after 2/4. Following the meeting, the Committee remained to review and discuss the materials presented. Further clarifications were indicated.
Informational	2/7/2020	Vendor forwarded notes from their 2/4/2020 meeting with Ft Benning staff. This information was forwarded to the Committee for review. Committee was asked to forward any additional clarifications to Purchasing via email.
Additional Clarifications & 2 nd Meeting Requested	2/12/2020	Letter sent to vendor with additional clarifications and a request for a second meeting. Vendor was also asked to ensure subcontractor would be present at the meeting.
Clarifications Received	2/14/2020	Clarification information received via email and forwarded to the Committee.
2 nd Meeting with Vendor	2/23/2020	2 nd meeting with vendor and introduction to representative from sub-contractor. After meeting with the vendor, the Committee requested additional clarifications.
Clarifications Requested	2/26/2020	Letter to vendor requesting additional clarifications.
Clarifications Received	2/27/2020	Vendor response to final clarification request received and forwarded to committee.
Evaluation Ballots Sent to Committee	3/2/2020	Evaluation ballots forwarded to voting committee members.
Recommendation Received	3/3/2020	Via ballot, the committee members unanimously voted to award to the sole responsive firm.

Evaluation Committee:

The proposal was reviewed by the Evaluation Committee, which consisted of one (1) voting member from Facilities Maintenance, one (1) voting members from Forestry and Beautification and one (1) voting member from Traffic Engineering. One representative from Public Works served as a non-voting advisor.

Award Recommendation:

The Evaluation Committee unanimously recommends award of the contract to The Business Transformation Company, the sole responding firm, as reflected by their comments provided below:

- Cost of the project is well within our budget.
- Timeline to get the work done is reasonable.
- BTC and their subcontractor's response to our request has been positive.
- The contractor is local.

Vendor Experience/Qualifications:

- The Business Transformation Company (BTC) is a Service Disabled Veteran Owned Small Business established in 2011.

- The BTC's clients include the U.S. Department of Veterans Affairs, Federal Aviation Administration, National Parks Service, U.S. Department of Defense, and others.
- The BTC provides secure management solutions to federal, state and local government installations by specializing in administrative support, logistics, IT development and facility management services.

Client Work History

- ***FAA Western – Pacific Region (North California): Contract initiated 2016***
 - Provide interior and exterior window cleaning for fifteen (15) facilities for the Air Traffic Control Tower windows and administrative building throughout Northern California.
- ***U.S. Department of Veterans Affairs VA San Diego Healthcare System (San Diego, CA): Contract initiated 2018***
 - Provide semi-annual interior/exterior window cleaning service for glass, screens and entrance (including door glass, transoms and side windows on a one-time basis for twenty (20) buildings).
- ***U.S. Department of Veterans Affairs Jesse Brown VA Medical Center (Chicago, IL): Contract initiated 2019***
 - Provide management, supervision, labor, materials, supplies and equipment necessary to perform window cleaning services. Exterior windows to be cleaned semi-annually and frames to be cleaned once per year, both sides including exterior doors with window, Admin building is a five (5) story building with basement and penthouse.

The City's Procurement Ordinance Article 3-110, Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services, governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

The vendor's cost proposal is within budget for this project. Funds are budgeted in the FY20 Budget as follows: Paving Fund – Public Works – Right of Way Maintenance – Contractual Services; 0203-260-3120-ROWM-6319.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH THE BUSINESS TRANSFORMATION COMPANY (COLUMBUS, GA) TO PROVIDE CLEANING SERVICES FOR TWO ARCHITECTURAL FACADES AND MONUMENTS LOCATED AT THE FT BENNING GATEWAY (I 185/FT BENNING & COLUMBUS). THE VENDOR’S COST PROPOSAL IS WITHIN BUDGET FOR THIS PROJECT.

WHEREAS, an RFP was administered (RFP No. 20-0010) and one (1) proposal was received; and,

WHEREAS, the proposal submitted by The Business Transformation Company met all proposal requirements.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to enter into a contract with The Business Transformation Company to provide cleaning services for two architectural facades and monuments located at the Ft Benning Gateway (I 185/Ft Benning & Columbus). The vendor’s cost proposal is within budget for this project. Funds are budgeted in the FY20 Budget as follows: Paving Fund – Public Works – Right of Way Maintenance – Contractual Services; 0203-260-3120-ROWM-6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Thompson voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor