



# Memorandum

**Meeting Details:** August 14, 2024

**Prepared For:** Mayor & Board of Commissioners

**From:** Megan Wepfer, Public Works Director

**Subject:** Contract Approval RFP 2024-06 City Facility Cleaning Services

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## Background

The current cleaning contract expired May 2024. Staff placed RFP 2024-02 out to bid but had to cancel due to multiple errors on the submittal at the direction of the city attorney. Staff adjusted the bid tabulation sheet and placed RFP 2024-06 out to bid on May 22<sup>nd</sup>. The RFP covers each city owned facility along with the potential for County Park restrooms should the city contract with Pinellas County. Staff received 8 submittals, 3 of which were incomplete due to missing several documents. Once opened, staff reviewed each submittal to ensure all items were properly submitted and checked the math to ensure the base total was correct. After reviewing and scoring staff checked references and contacted the three (3) highest scoring companies for an interview. The interview team consisted of Robin Gomez, Patrick Cade, Allie Lollis, and me who asked fifteen (15) questions to understand each company and their way of operating. Once the interviews were completed staff reflected and would like to recommend the Board of Commissioners approve American Janitorial contract and accept the bid as written with the base total being \$136,319.44 annually.

American Janitorial Inc. (AJI) base office is located in Lake County, but management is located in Tampa. American Janitorial has extensive experience with Government contracts some have been in existence for twelve (12) plus years consecutively. A few contacts to name a few that American Janitorial has are Lake County Government annual contract amount of \$864K, Pinellas County Transit Authority annual contract amount \$654,500., City of Dunedin annual contract amount \$732K, and many more that can be found in the submittal. AJI has submitted a proposed staffing plan which will be

amended as needed according to the city's needs. They also have an app that will help ensure staff are completing all necessary tasks per location as listed in the bid. For all the reasons listed above plus more is why staff believes AJI is the most responsive responsible vendor to proceed with for the next contract term.

**Fiscal Impact**

The annual fiscal impact for cleaning services will be \$136,319.44 broken down into each department account.

**Recommendation(s)**

Staff recommends approval of American Janitorial Inc Contract for City Facility cleaning for a 3-year term with 2, 1-year optional renewals for \$136,319.44 annually.

**Attachments**

- ⊖ American Janitorial Inc Contract