



MEMO TO CITY COUNCIL

Request to Include Topic on the City Council Agenda

From: Sandra Ramirez, Buyer
Cc: Keith Watts, Procurement Manager
Meeting Date: October 20, 2020
Presenter: N/A
Estimated Time: 0.00
Topic: Janitorial Services

Recommended Council Action:

Approve award of 5-year contract to American Cleaning Services for the Not-to-Exceed amount of \$345,970.20 annually as well as authorize Procurement Manager to sign the FY21 Purchase Order for the Not-to-Exceed pro-rated amount of \$317,139.35.

Background:

A formal Request for Proposals (RFP) for Janitorial Services was issued in April 2020; evaluations were complete in May 2020 listing American Cleaning Services as the second highest ranked contractor. The highest ranked contractor, Clearview Cleaning submitted a proposal outlining company and listed no objections to the City's contract requirements. However, the City learned Clearview Cleaning was in the process of a buyout by the same company whom currently owns and operates as the City's current contractor, Varsity Facility Services/KBS. Of the five (5) submitted proposals, Varsity ranked fourth.

Since Clearview did not state in their proposal that they were in the process of selling to KBS, the City's evaluation team did not have a fair representation of their firm during the evaluation process. This fact was brought to the City's attention at the conclusion of the evaluation period. Upon learning this, the City Procurement Division and Public Works staff held multiple meetings with Clearview & KBS staff attempting to come to an agreement. A mutual agreement was not achieved. With the approval of the City's Legal Department, negotiations were broke off. Per State Statute, the City entered negotiations with the second highest ranked firm, American Cleaning Services. The agreement before you today is the result of those negotiations.