

REQUEST FOR COUNCIL ACTION

Date: 02/28/2011
Item No.: 12 . e

Department Approval



City Manager Approval



Item Description: Award Bid for Janitorial Services for City Facilities

BACKGROUND:

The City of Roseville contract for janitorial services expires this month. City staff requested proposals using the Best Value process for a three-year janitorial services contract. Proposals were required to include in this bid any possible increases for the three-year period. We received seven proposals for these services. The City has contracted with ISS for the past two years for janitorial services. This contract covers the cleaning of City Hall including the Police Department, the License Center, Fire Station 1 public areas, and routine cleaning at the Skating Center and Nature Center.

We have compared the cost of contracting these services to providing these services with city staff. The cost is very similar from a salary and benefit cost if provided by fulltime employees. The benefit to contracting is the coverage provided by these firms for absences due to sickness and vacations and the shedding of risk for workers compensation and other staff related risk.

Discussion of Bids:

Seven firms submitted proposals and the results are included in the table below.

Group	Submittal Amount	Best Value Score
Linn Building	\$260,313	85.8
TSE	\$288,519	84.8
ISS	\$287,159	84.4
Coverall Cleaning Concepts	\$247,971	82.8
Common Sense	\$291,986	69.6
All Source	\$244,347	78.6
Jan Pro	\$299,457	59.4

Through the Best Value process, each firm was asked to submit references and have their clients complete a past performance survey. The criteria used for scoring was: contract cost 40%, reference list information 20%, survey information 20%, and interview 20%, for a total of 100 %.

Staff involved in the evaluation and interview process included Lonnie Brokke, Parks and Recreation Director; Duane Schwartz, Public Works Director; Karen Rubey, Police Department Office Manager; Brad Tullberg, Skating Center Superintendent; and Pat Dolan Fleet, and Facility Supervisor. Through this process, staff has determined the apparent best value submittal.

It was determined in the interview process that the Linn Building Maintenance work plan was adequate to meet our needs. They indicated how they plan to meet our cleaning schedules and the required time frames we have for each building due to the complexity of our activity scheduling. Their submitted and follow up references were all positive and they were able to meet all requirements of their cleaning contracts.

The firm that proposed the lowest contract amount, All Source, is not recommended because they scored significantly lower during the interview and reference portion of the Best Value process. Their proposed work hours did not meet our requirements. Some reference calls indicated communication issues between the All Source workers and the client. Coverall Cleaning Concepts was the second lowest bidder, and is not recommended because they did not submit a work plan that would meet our needs. Roseville requires workers during daytime hours, and cleaning multiple buildings at different times. Both Coverall and Jan Pro contract out their work to franchisees, so the City would not know who would be providing the services. Through the interview and reference evaluation, it was the opinion of the interview team that these firms do not have the capability to meet our needs.

FINANCIAL IMPACTS

The group with the Best Value highest score and apparent Best Value is not the lowest submittal amount. Staff is recommending the proposal with the highest Best Value score for award. Linn Building Maintenance proposed a program with a three-year cost of \$260,313. This cost will not increase over the three-year period; all increases were included in the bid amounts. Our current cost with ISS for a three-year program is \$269,322. The Linn Building Maintenance proposal is a savings over the existing janitorial program and is within the 2011 budgeted amount.

STAFF RECOMMENDATION

Staff recommends award of a contract for janitorial services to Linn Building Maintenance for a three-year period in the total amount of \$260,313.

Requested Council Action:

Motion awarding a contract for janitorial services to Linn Building Maintenance for \$260,313.

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