

Post-Solicitation Briefing for Custodial Services for Various City Facilities



Audit Committee

Date: November 14, 2023

Presented by: Melody Woosley, Director, Department of Human Services

Solicitation Overview



The Department of Human Services solicited for custodial services for various city facilities which will be used by Department of Human Services, Police Department, Fire Department, Solid Waste Management Department, Public Works Department, Information Technology Services Department and World Heritage Office.

These services include all cleaning and custodial maintenance supplies and commercial equipment necessary to ensure the facilities are uniformly clean, hygienic, orderly, and attractive.

Solicitation Type

- Request for Competitive Sealed Proposals (RFCSP)

Proposed Term

- 3 years with 2, 1-year options

Estimated Value

- \$1.64 million annually
- \$8.2 million total

Current Contract Status

- Expires December 31, 2023

Recommended Award



FINAL SCORE MATRIX

RFC SP 23-130, RFx 6100017303 Annual Contract for Custodial Services - Various City Facilities Score Summary *FINAL EVALUATION October 24, 2023	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
A - Experience, Background, Qualifications	30	29.00	21.14	8.00	13.71	10.14
B - Proposed Plan	30	29.14	21.43	8.57	10.00	11.43
A - B SUB-TOTAL	60	58.14	42.57	16.57	23.71	21.57
C - Price Schedule	20	13.95	14.99	20.00	9.49	5.90
D - SBEDA - M/WBE Prime Contract Program	10	10.00	10.00	10.00	10.00	10.00
D - SBEDA - E SBE Prime Contract Program	10	0.00	10.00	10.00	10.00	10.00
TOTAL SCORE	100	82.09	77.56	56.57	53.20	47.47
RANK BASED ON TOTAL SCORE		1	2	3	4	5

*One evaluation meeting held and no interviews conducted.

SBEDA Subcontracting Requirements – M/WBE 23%; AABE 5%
 Local Preference Program – Not Applicable
 Veteran-Owned Small Business Preference Program – Not Applicable

Recommended Award



FINAL SCORE MATRIX

RFC SP 23-130, RFx 6100017303 Annual Contract for Custodial Services - Various City Facilities Score Summary *FINAL EVALUATION October 24, 2023	Maximum Points	Vendor F	Vendor G	Vendor H	Vendor I	Vendor J
A - Experience, Background, Qualifications	30	16.29	9.57	10.57	8.86	9.43
B - Proposed Plan	30	15.86	10.29	11.86	10.29	11.57
A - B SUB-TOTAL	60	32.14	19.86	22.43	19.14	21.00
C - Price Schedule	20	12.34	13.31	17.47	10.85	8.70
D - SBEDA - M/WBE Prime Contract Program	10	0.00	10.00	0.00	0.00	0.00
D - SBEDA - E SBE Prime Contract Program	10	0.00	0.00	0.00	0.00	0.00
TOTAL SCORE	100	44.49	43.17	39.90	29.99	29.70
RANK BASED ON TOTAL SCORE		6	7	8	9	10

*One evaluation meeting held and no interviews conducted.

SBEDA Subcontracting Requirements – M/WBE 23%; AABE 5%
 Local Preference Program – Not Applicable
 Veteran-Owned Small Business Preference Program – Not Applicable

Due Diligence



Finance and Auditor Departments – Due Diligence Results

Number of vendors notified:

717

Number of vendors at pre-submittal conference:

7

Number of responses received:

13; 1 Respondent deemed non-responsive as firm's submission was incomplete and failed to meet SBEDA subcontracting goal requirements and 2 Respondents withdrew proposals from consideration.

Results of Minimum Requirements Review

No Material Findings

Results of Due Diligence Review

No Material Findings



Thank You

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