



**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** February 18, 2014

**TITLE:** Motion to award a one-year contract for janitorial services- police  
department – Request for Proposal (RFP) 145-11308 - \$106,254.20

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**Recommendation**

It is recommended that the City Commission award a one-year contract for the purchase of janitorial services for the Police Department to Marsden Services, L.L.C. utilizing the City's Contract (Form P-0001) in the annual amount of \$106,254.20 and authorize the City Manager to approve three, one-year renewal options, contingent upon appropriation of funds.

**Background**

The Police Department will utilize janitorial services at eight locations: the main police building which includes the City jail, located at 1300 W. Broward Boulevard; mounted unit located at 700 NE 9<sup>th</sup> Street; marine unit located at 1784 SE 15<sup>th</sup> Street; police administrative offices located at 101 N. Andrews Avenue; internal affairs office located at 316 NE 4<sup>th</sup> Street; community policing unit located at 533 NE 13<sup>th</sup> Street; K-9 office/barn located at the City well field; and the Sistrunk Boulevard substation located at 1291 NW 6<sup>th</sup> Street. The timeline for this solicitation process included the following:

- October 2013 – An RFP was issued for janitorial services for the Police Department.
- November 2013 - A pre-bid conference and site visit meeting was held at the main police building for prospective proposers. On November 21, 2013, the bid closed with a total of 14 firms submitting proposals in response to the RFP.
- January 2014 - The evaluation committee, consisting of Lieutenant Wade Brabble, Lieutenant Glenn Galt and Sergeant Gayle Schoen, met with Captain John Labandera and Michael F. Walker, Procurement Manager to evaluate the 14 proposals and selected the four top ranked firms:

- 3H Service System
- Marsden Services, L.L.C.
- USSI, Inc.
- American Facility Services

Each firm was invited to make an oral presentation to the evaluation committee. After the presentations were completed, the committee ranked the proposals according to the evaluation criteria and oral presentations.

		3H Service System	Marsden Services, L.L.C	USSI, Inc.	American Facility Services
EVALUATION CRITERIA		RANK	RANK	RANK	RANK
Understand overall needs	30%	3	1	2	4
Experience, qualifications, past performance	40%	3	1	2	4
Cost to the City	30%	1	3	4	2
Overall Ranking		2	1	3	4

Including all evaluation criteria and oral presentations, the final tabulations were first ranked proposer, Marsden Services, L.L.C.; second ranked proposer, 3H Service System, Inc.; third ranked proposer, USSI, Inc.; and fourth ranked proposer, American Facility Services.

Among the reasons for Marsden Services, L.L.C.'s top ranking was the firm's excellent oral presentation, employees' training and development programs, green products program, inspection and quality control, responsiveness, references, and transition plan.

## Resource Impact

There will be a fiscal impact to the City in the amount of \$106,254.20.

<i>Funds available as of January 29, 2014</i>					
ACCOUNT NUMBER	INDEX NAME (PROGRAM)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	PURCHASE AMOUNT
001-POL020401-3222	STAFF SUPPORT	SERVICE MATERIALS/ CUSTODIAL SERVICES	\$2,942,167	\$2,144,127	\$78,272.61
001-POL030407-3222	MOUNTED UNIT	SERVICE MATERIALS/ CUSTODIAL SERVICES	\$53,268	\$9,273	\$1,080.40
001-POL030409-3222	MARINE	SERVICE MATERIALS/ CUSTODIAL SERVICES	\$111,712	\$48,943	\$2,188.89
001-POL040401-3222	SPECIAL INVESTIGATIONS	SERVICE MATERIALS/ CUSTODIAL SERVICES	\$84,694	\$25,450	\$6,410.29
001-POL010201-3222	INTERNAL AFFAIRS	SERVICE MATERIALS/ CUSTODIAL SERVICES	\$51,872	\$33,535	\$3,573.13
001-POL030201-3222	PATROL	SERVICE MATERIALS/ CUSTODIAL SERVICES	\$310,052	\$52,719	\$7,541.59
001-POL030408-3222	K-9	SERVICE MATERIALS/ CUSTODIAL SERVICES	\$61,329	\$25,476	\$7,187.35
<b>PURCHASE TOTAL ►</b>					<b>\$ 106,254.20</b>

## Strategic Connections

- This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the **Internal Support Cylinder of Excellence**, specifically advancing:
  - Goal 12:** Be a leading government organization, managing resources wisely and sustainably.
  - Objective 3:** Provide safe, efficient and well-maintained vehicles, equipment and facilities and integrate sustainability into daily operations.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We are Community*

**Attachments**

Exhibit 1 – Bid Tabulation 145-11308

Exhibit 2 – Marsden Services, L.L.C. Proposal

Exhibit 3 – USSI, Inc. Proposal

Exhibit 4 – 3H Service System Proposal

Exhibit 5 – American Facility Services Proposal

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Prepared by: Michael F. Walker, Procurement and Contracts Manager  
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Department Director: Chief Frank Adderley, Police