

Agenda Item Summary

Item No. 7c(4)

Council Meeting Date	September 15, 2020
Department	Finance
Submitted By	Allison Edge
Agenda Section	Resolutions

Name and address of person(s) or business(es) this item affects:

Top Notch Cleaning
2219 Centerhill Drive
Opelika, Alabama 36801

Cleaning Solutions, LLC
1975 Mall Blvd, Suite 105
Auburn, Alabama 36830

Description of item under consideration

Resolution authorizing the City Manager to execute contracts with Top Notch Cleaning and Cleaning Solutions, LLC for the provision of janitorial services at various City of Auburn facilities.

The base contract for each vendor shall be based on unit prices to provide regular basic cleaning services and per request services at the Auburn Public Library, Development Services Building, Engineering Services Building, Public Safety Complex, and Bailey-Alexander Water Sewer Complex. Facilities with in-house custodial personnel shall receive services on a per request basis. The contract shall be for a term of three (3) years with the option to renew for two additional 1-year term contracts.

Why is Council action needed?

In accordance with Section 11-45-2(c) of the Code of Alabama, contracts subjected to the competitive bid process requires Council to approve a resolution authorizing the awarding of the contract. Sealed bids are required for all service contracts in excess of \$15,000.

Are there deadlines involved with this item?

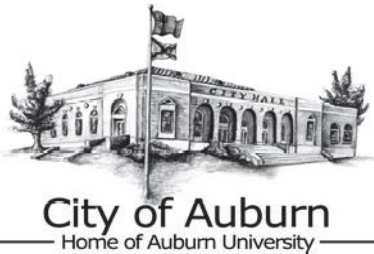
Yes

Please explain

Currently operating outside of contracts subjected to competitive bid due to termination of previous service agreement and COVID-19 pandemic

Is this a budgeted item?

Yes



MEMORANDUM

DATE: September 4, 2020

TO: James C. Buston, III, City Manager

FROM: Tamara M. Yancy, Purchasing Officer
Allison D. Edge, Finance Director & Treasurer

SUBJECT: Janitorial Services Contract

To ensure that facilities are properly maintained and sanitized, especially in the midst of the COVID-19 pandemic, external vendors are utilized to provide regularly scheduled basic cleaning/janitorial services at the Auburn Public Library, Development Services Building, Engineering Services Building, Public Safety Complex, and Bailey-Alexander Water Sewer Complex. In addition to servicing these complexes on a regular basis, vendors provide per-request services at the Boykin Community Center, City Hall Complex, Environmental Services Buildings, and Public Works Building.

Proposals for the janitorial services agreement were previously solicited in March 2019. As a result of that bid solicitation, two contract awards were made. The first contract award was made in May 2019; however, prior to commencing the provision of services the vendor elected not to proceed with the contract. The contract was then awarded to the second lowest responsible vendor in June 2019. This contract award was subsequently terminated in November 2019. In an effort to not disrupt the servicing of facilities, local janitorial service providers were contacted to provide services on a temporary basis until a new contract could be awarded through competitive bid. However, prior to the solicitation of bids for a new janitorial services agreement, the world was impacted by the COVID-19 pandemic.

In an effort to not further disrupt operations in the midst of the COVID-19 pandemic, a decision was made to postpone the solicitation of competitive bids and re-evaluate how the contract for janitorial services was awarded. Previous janitorial services contracts were awarded to a single vendor who bore the responsibility of servicing all facilities. After careful review of previous contracts, assessing the servicing needs of each facility, and evaluating how facilities were serviced as a result of the temporary contract awards, it was determined to solicit competitive bids that would permit multiple contract awards. With this most recent bid solicitation, contracts are awarded on a per facility basis. With this contract award structure, it is believed that awarded vendors can provide more dedicated quality service to facilities and be more responsive to departmental requests.

In a joint partnership, the City and the Auburn Water Works Board solicited competitive bids for janitorial services for various facilities. On August 25, bid proposals were publicly opened and read. Proposals were received from the following six vendors. Please refer to the attached spreadsheet for a detailing of the submitted bid pricings.

Top Notch Cleaning

Jubilee Cleaning Services

Contractors Enterprises

Eagle Cleaning

P&P Services

Coverall of Alabama

Cleaning Solutions, LLC

Prospective bidders were asked to submit a base bid for the daily rate to provide basic cleaning services. The contract awards are based on those facilities requiring regularly scheduled basic cleaning services. After careful review of the submitted bid proposals, reference evaluations, and consideration of the level of services currently being provided, Cleaning Solutions, LLC and Top Notch Cleaning were determined to be the lowest responsible bidders that best meet qualification requirements and possess the ability to best address the scope of services outlined in the bid invitation. We respectfully ask the Council to approve the execution of contracts with Cleaning Solutions, LLC and Top Notch Cleaning.

Facility/Complex	Est. Service Days App.B	Top Notch	P&P Services Θ	Contractor Ent.	Cleaning Sol.	Coverall of AL	Jubilee α	Eagle Cleaning Δ
Bailey-Alexander Water Sewer Complex	3W	\$ 100.00	\$ 923.93	\$ 145.00	\$ 155.00	\$ 71.40	\$ 21,840.00	\$ -----
Development Services Building	5W	\$ 81.00	\$ 861.77	\$ 245.00	\$ 120.00	\$ 66.30	\$ 20,280.00	\$ -----
Engineering Services Building	3W	\$ 90.00	\$ 818.65	\$ 125.00	\$ 120.00	\$ 62.90	\$ 18,720.00	\$ -----
Library	7W	\$ 108.00	\$ 2,219.84	\$ 125.00	\$ 115.00	\$ 144.50	\$ 48,600.00	\$ -----
Public Safety Complex	6W	\$ 270.00	\$ 2,896.11	\$ 145.00	\$ 420.00 \checkmark	\$ 187.00	\$ 97,200.00	\$ -----
Boykin Community Center*	PR	\$ 200.00	\$ 1,535.24	\$ 135.00	\$ 160.00	\$ 126.00	None	\$ -----
City Hall Complex*	PR	\$ 200.00	\$ 1,398.53	\$ 120.00	\$ 250.00	\$ 115.20	None	\$ -----
Envrionmental Services Building*	PR	\$ 100.00	\$ 358.47	\$ 110.00	\$ 150.00	\$ 36.00	None	\$ -----
Public Works Building*	PR	\$ 100.00	\$ 658.63	\$ 120.00	\$ 150.00	\$ 54.00	None	\$ -----
Janitorial Service Rotation Program		Yes	Yes	Yes	Yes	Yes	Yes	N/A
Addendum No. 1		Yes	Yes	No	Yes	Yes	Yes	N/A
References & Experiences		Yes	Yes	Yes	Yes	Yes	Yes	N/A
	Θ	Reflective of monthly rate instead of daily rate						
	\checkmark	Amount is reflective of two (2) employees for 8hrs						
	α	Bid was rejected; unresponsive in submission						
	Δ	Bid was rejected; not timely received						

RESOLUTION NO. _____

WHEREAS, the City engages the service of external vendors to provide janitorial service to maintain, sanitize, and service City facilities; and,

WHEREAS, it has been determined to be in the best interest of the facilities to select multiple vendors who can provide dedicated quality service and response time to each facility; and,

WHEREAS, bids were solicited on July 21, 2020 and publicly opened on August 25, 2020; and

WHEREAS, seven bids were received with lowest responsible bidders meeting established qualifications and deemed qualified to meet specifications and service requirements being Top Notch Cleaning and Cleaning Solutions, LLC; and,

WHEREAS, Top Notch Cleaning proposed a base daily rate of \$81.00 to service the Development Service Building, \$90.00 to service the Engineering Services Building, and \$270.00 to service the Public Safety Complex; and

WHEREAS, Cleaning Solutions, LLC proposed a base daily rate of \$115.00 to service Auburn Public Library and \$155.00 to service the Bailey-Alexander Water Sewer Complex; and,

WHEREAS, the City Council of the City of Auburn recognizes that it is in the best interest of the facilities to engage the services of external vendors to address janitorial needs of facilities.

NOW THEREFORE, BE IT RESOLVED that the City of Auburn elects to enter into a three (3) year service contract with Top Notch Cleaning and Cleaning Solutions, LLC with the option to automatically renew for two additional one-year terms.

BE IT FURTHER RESOLVED that the City Council of the City of Auburn, Alabama does hereby authorize the City Manager to execute contracts with Top Notch Cleaning and Cleaning Solutions, LLC, which the agreement is attached hereto and made part of this resolution, for the aforementioned daily rates provided collective service fees do not exceed established departmental budgets.