



City of Prineville
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
STAFF REPORT

Date: November 5, 2009
To: Prineville City Council
From: Cindy MacDonald
Issue: Request for Intent to Award for Janitorial Services

BACKGROUND

The purpose of having a janitorial services contract is to provide a clean and safe environment for City employees and the public. The City's facilities host both public and City meetings.

By following the guidelines of Public Procurement policy, the City is able to seek competent and qualified vendors to perform Janitorial Services. The requirements for the Janitorial Services Contract include:

- Bonded Vendors to ensure security of City facilities
- Detailed description of deliverables (tasks for each building)
- Reporting and monitoring systems
- Staffing and organization of firm to accommodate flexibility
- Fixed unit pricing

The Janitorial Services RFP includes all routine cleaning services of City Hall, Railway Office, Meadow Lakes and Public Works Facility, and additional services where required

A Request for Proposals for Janitorial Services was prepared and published on the City's Website September 23, 2009. Additionally, notices were sent to Janitorial Services listed in the telephone book. A mandatory walk-through of the facilities was conducted October 2, 2009. Two firms attended.

Proposals were due on October 20, 2009. Two qualified responses were received.

Proposals were received from:

Northwest Laundry Services, 1360 SW Tom McCall Road, Prineville OR
Reliable Maintenance Services, 24955 Bachelor Lane, Bend OR

Total of Proposals based on unit costs for services for Annual Services were as follows:

Reliable Maintenance Services

| | |
|---------------------|--------------------|
| Janitorial Services | \$45,732.00 |
| Additional Services | <u>\$13,325.00</u> |
| TOTAL | \$59,057.00 |

Northwest Laundry Services

| | |
|---------------------|--------------------|
| Janitorial Services | \$45,217.44 |
| Additional Services | <u>\$14,166.00</u> |
| TOTAL | \$59,383.44 |

Each proposal was rated on a point system 0-100 in accordance with the following criteria:

1. Total price/fee structure
2. Customer service and responsiveness to specifications
3. Proven ability, experience, reliability and references
4. Demonstration of Ability
5. Organizational overview & flexibility of working hours.

The Proposals were opened and evaluated by Steve Forrester and Ricky Sites. Out of a maximum point scale of 100, Northwest Laundry Services received 89 points and Reliable Maintenance received 65.50 points. After the proposals were reviewed it was confirmed that Northwest Laundry had met all the requirements of the Invitation to Bid request.

Staff Recommendation

Staff recommends Council approve an Intent to Award to Northwest Laundry Services on a Unit Cost basis to adjust deliverables to meet City budget for a total amount of \$41,634.48.