



City of Prineville
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
STAFF REPORT

Date: January 22, 2013
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.

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, Freight Depot and additional services where required

A Request for Proposals for Janitorial Services was prepared and published on the City's Website and through the Central Oregon Builders Exchange, Bend OR, on November 28, 2012. A mandatory walk-through of the facilities was conducted December 11, 2012. Three vendors attended.

Proposals were due on January 8, 2013. Three responses were received. Only one of the three proposal was considered non-responsive due to non-submittal of required bid bond.

Proposals were received from:

Northwest Laundry Services, 1360 SW Tom McCall Road, Prineville OR
JG's Professional Cleaning 4760 NW LaMonta Road, Prineville OR
Jean & Otto's Professional Cleaning, LLC. 2587 N Main Street, Prineville, OR

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 three committee members. Out of a maximum point scale of 100, Northwest Laundry Services received 92.67 point, Jean and Otto's Professional, LLC received 77.67 points and JG'S Professional Cleaning 56.33 points. JG's Professional Cleaning proposal was a considered to be non-responsive. After the proposals were reviewed it was confirmed that Northwest Laundry had met all the requirements of the Invitation to Bid request. Total of Proposals based on unit costs for services for Annual Services were as follows:

Staff Recommendation

Staff recommends Council approve Intent to Award to Northwest Laundry Services on a Unit Cost basis to adjust deliverables to meet City budget for a total amount of **\$45,475.20**

A brief explanation of what that means is:

The unit cost that was proposed was based on # of hours for each facility to perform the required services as stated in the scope of work detailed in the RFP.