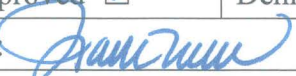



Date of Action: 11/25/19	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: 	

CITY COUNCIL ACTION MEMORANDUM

AM No. 19-51: Contract Award To Pacific Building Services Inc. In The Amount Of \$217,440 For Janitorial Services At City Hall And The Library For Three (3) Years.

Originator: April Dwyer, Purchasing
 Date: 11/5/2019

Agenda of: 11/25/2019

Route to:	Department Head	Signature	Date
	Chief of Police		
X	Public Works Director		11/6/19
	Recreation Services Director		
X	Finance Director		11-4-19
X	Deputy Administrator		11/6/19
X	City Clerk		11/17/19

Reviewed by Mayor Bert L. Cottle:  11/13/2019

Fiscal Impact: yes or no **Funds Available:** yes or no

Account name/number/amount:	FY20	FY21	FY22	FY23
Library Cleaning 001.4550.455.40.20	\$14,040	\$28,080	\$29,160	\$15,120
City Hall Cleaning 001.4330.433.40.20	\$21,600	\$43,200	\$43,920	\$22,320

Attachments: RFP Scoring Sheet - Library (1 page)
 RFP Scoring Sheet – City Hall (1 page)

Summary Statement: In accordance with WMC 5.08.120 The City of Wasilla issued Request for Proposals (RFP) 0913-0-2019/AD and RFP 0915-0-2019/AD for Janitorial Services. The objective was to secure a three (3) year contract with two (2) additional one (1) year optional renewals with a stable, reputable, and experienced company.

RFP 0913-0-2019/AD for Janitorial Services at the Library received four (4) proposals that were evaluated by a committee of four (4) City of Wasilla Employees. Pacific Building Services, Inc. provided the highest-ranked proposal with an overall score of 245.

RFP 0915-0-2019/AD for Janitorial Services at City Hall received five (5) proposals that were evaluated by a committee of three (3) City of Wasilla Employees. Pacific Building Services, Inc. provided the highest-ranked proposal with an overall score of 224.

The current contract with Premier Janitorial Services ends on December 31, 2019. Should AM 19-51 be adopted, the contract with Pacific Building Services, Inc. will begin on January 1, 2020 and end on December 31, 2022.

Staff Recommendation: Adopt AM No. 19-51 by awarding a contract to Pacific Building Services, Inc.

Proposals received from:	Little Diamond Cleaning	Premier Janitorial Service	Canete LLC	Pacific Building Services
	1 Proposal received on time?	YES	YES	YES
2 Is the Cost Proposal separate from Narrative Proposal?	YES	YES	YES	YES
3 Minimum of 2 years experience met?	YES	YES	YES	YES
4 Proposal signed?	YES	YES	YES	YES
6 Attachments B-D attached?	YES	YES	YES	YES

Scoring for:	Little Diamond Cleaning	Premier Janitorial Service	Canete LLC	Pacific Building Services
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1 Approach and Methodology (20 points)

Evaluator 1	12	15	10	17
Evaluator 2	13	20	10	18
Evaluator 3	10	15	5	15
Evaluator 4	8	10	6	12

2 Experience and Qualifications (40 points)

Evaluator 1	20	33	25	35
Evaluator 2	25	40	20	38
Evaluator 3	20	25	20	25
Evaluator 4	20	20	22	22

3 References (10 points)
(minimum of three, maximum of five)

Evaluator 1	3	7	5	7
Evaluator 2	10	10	8	10
Evaluator 3	10	10	6	8
Evaluator 4	4	10	6	8

Total of all Scores Without Cost:	155	215	143	215
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4 Cost (30 points)

The lowest total cost is assigned 30 points.

The fee points are awarded based on the following formula.
 $\text{Lowest Sum Proposal} / \text{Proposer's Sum Proposal} \times 30 \text{ points} = \text{Fee Proposal Points}$

28	22	28	30
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Total of all Scores With Cost:	183	237	171	245
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City of Wasilla
 RFP Scoring Sheet
 RFP No. 0915-0-2019/AD
 Janitorial Services at City Hall
 Due: October 21st @ 4pm

	Proposals received from:				
	Little Diamond Cleaning	Premier Janitorial Service	Canete LLC	Mr. Clean Janitorial	Pacific Building Services
1 Proposal received on time?	YES	YES	YES	YES	YES
2 Is the Cost Proposal separate from Narrative Proposal?	YES	YES	YES	YES	YES
3 Minimum of 2 years experience met?	YES	YES	YES	YES	YES
4 Proposal signed?	YES	YES	YES	YES	YES
6 Attachments B-D attached?	YES	YES	YES	YES	YES

	Scoring for:				
	Little Diamond Cleaning	Premier Janitorial Service	Canete LLC	Mr. Clean Janitorial	Pacific Building Services

1 Approach and Methodology (20 points)

Evaluator 1	12	15	10	10	17
Evaluator 2	15	15	10	6	15
Evaluator 3	20	20	12	11	20

2 Experience and Qualifications (40 points)

Evaluator 1	20	33	25	22	35
Evaluator 2	20	30	20	10	40
Evaluator 3	35	40	35	30	40

3 References (10 points)
 (minimum of three, maximum of five)

Evaluator 1	3	7	5	7	7
Evaluator 2	10	10	10	6	10
Evaluator 3	8	10	10	10	10

Total of all Scores Without Cost:

143	180	137	112	194
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4 Cost (30 points)

The lowest total cost is assigned 30 points.

The fee points are awarded based on the following formula.
 $\frac{\text{Lowest Sum Proposal}}{\text{Proposer's Sum Proposal}} \times 30 \text{ points} = \text{Fee Proposal Points}$

23	24	26	11	30
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Total of all Scores With Cost:

166	204	163	123	224
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