

Action:  Approved |  Denied |  Other  
 Date Action Taken: May 10, 2021  
 Verified By: [Signature]  
 Clerk's Note: N/A

**City of Wasilla  
 Action Memorandum No. 21-21**

Awarding A Three (3) Year Contract To Little Diamond Cleaning In The Amount Of \$41,400 For Janitorial Services at MATCOM Dispatch.

Originator: April Dwyer, Purchasing  
 Date: 4/27/2021

Agenda of: 5/10/2021

Route to:	Department Head	Signature	Date
X	Communications Manager	[Signature]	5/03/2021
X	Public Works Director	[Signature]	4/28/21
X	Finance Director	[Signature]	4-28-21
X	Deputy Administrator	[Signature]	4/28/21
X	City Clerk	[Signature]	4/28/2021
X	Mayor	[Signature]	4/28/2021

**Fiscal Impact:**  yes or  no

**Funds Available:**  yes or  no

Account name/number/amount:	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
Purchased Property – Cleaning 001-4240-420.40.20	\$13,200	\$13,800	\$14,400

**Attachments:** Score Sheet (1 page)

**Summary Statement:** On February 26, 2021, the City issued RFP 0226-0-2021/AD for Janitorial Services at MATCOM. Three proposals were received; from: Little Diamond Cleaning, Premier Janitorial Services, and Aloha Cleaning.

The proposals were reviewed and scored by the MATCOM Communications Manager, MATCOM Administrative Assistant, and a Finance Clerk III. Cost was scored by the Purchasing Officer. Little Diamond Cleaning received the highest score and is being recommended for contract award beginning July 1, 2021. The contract is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available each fiscal year.

**Staff Recommendation:** Approve the Action Memorandum.

City of Wasilla  
 RFP Scoring Sheet  
 RFP No. 0226-0-2021/AD  
 MATCOM Dispatch Janitorial Services  
 Due: April 12th @ 3pm

**Proposals received from:**

	Little Diamond Cleaning	Aloha Cleaning	Premier Janitorial Services
1 Proposal received on time?	X	X	X
2 Is the Cost Proposal separate from Narrative Proposal?	X	X	X
3 Minimum of 5 years experience met?	X	X	X
4 Proposal signed?	X	X	X
6 Attachments A-D attached?	X	X	X

**Scoring for:**

1 Approach and Methodology (20 points)

Evaluator 1  
 Evaluator 2  
 Evaluator 3

	Little Diamond Cleaning	Aloha Cleaning	Premier Janitorial Services
Evaluator 1	19	10	15
Evaluator 2	17	15	14
Evaluator 3	18	15	15

2 Experience and Qualifications (40 points)

Evaluator 1  
 Evaluator 2  
 Evaluator 3

Evaluator 1	38	28	35
Evaluator 2	38	35	35
Evaluator 3	38	33	35

3 References (10 points)

Evaluator 1  
 Evaluator 2  
 Evaluator 3

Evaluator 1	10	10	10
Evaluator 2	10	7	7
Evaluator 3	10	6	6

**Total of all Scores Without Cost:**

	198	159	172
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3 Cost (30 points)

The lowest total cost is assigned 30 points.

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

	29	11	30
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**Total of all Scores With Cost:**

	227	170	202
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