

Mayor and Council Communication

DATE: 08/11/20

M&C FILE NUMBER: M&C 20-0482

LOG NAME: 13P20-0088 JANITORIAL SERVICES PROPERTY MANAGEMENT LH

SUBJECT

Authorize a Contract with American Facility Services for Janitorial Services for an Estimated Annual Amount Up to \$5,000,000.00 for the City of Fort Worth with Four Annual Renewal Options (ALL COUNCIL DISTRICTS) (Continued from a Previous Meeting)

RECOMMENDATION:

It is recommended that the City Council authorize a contract with American Facility Services for janitorial services for an estimated annual amount up to \$5,000,000.00 for the City of Fort Worth and authorize four annual renewal options.

DISCUSSION:

Since the citywide Janitorial Services contract expires this year, the Purchasing Division contacted all City departments to determine their need in order to issue an Invitation to Bid (ITB). Once Purchasing received the departments requirements, Purchasing issued the bid. The bid consisted of detailed janitorial requirements for each location. It also contained detailed specifications regarding duties, performance expectations, required experience, scheduling and supervision requirements.

The ITB was issued on February 26, 2020 with submission due by April 2, 2020. The RFP was advertised in the Fort Worth Star-Telegram every Wednesday from February 26, 2020 through April 2, 2020. Sixty (60) vendors were solicited from the purchasing vendor database system; Seven (7) responses were received. Each bid response received points based on a pre-established, best-value matrix of weighted factors and was scored according to price, years of experience and capabilities, performance with public and private entities and financial stability. American Facility Services and Regent Services scored the highest without considering hourly rate and the price of resale items such as cleaners, soap, etc. Staff requested American Facility Services and Regent Services to submit a price list of all resale items. Upon review of the information, American Facility Services received the highest overall score and was determined to present the best value to the City.

American Facility Services current rate is \$10.66 per hour and has currently bid \$10.74 with a \$0.12 cents per hour increase since 2015. Last year the City spent approximately \$170,000.00 per month with a total not to exceed \$1,656,250.00 per M&C P-11802. Staff is requesting \$2,000,000.00 yearly for services and an additional \$3,000,000.00 for additional cleanings and supplies due to Covid-19 in FY2020-2021. The additional \$3,000,000.00 will be paid for by CARES Title V. funds the City has received and will have no impact on departmental budgets.

Upon City Council approval, the agreement will begin upon execution and will end one year from that date. The contract contains provisions that no guarantee is made that a specific amount of services will be purchased and that city departments will acquire the services on an "as needed" basis. The contract may be renewed for up to four successive one-year term at the City's option. This action does not require specific City Council approval, provided that the City has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

This services will serve ALL COUNCIL DISTRICTS.

M/WBE OFFICE - American Facility Services is in compliance with the City's BDE Ordinance by committing to 25 percent M/WBE participation on this project. The City's goal on this project is 5 percent.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendations, funds are available in the current operating budget, as previously appropriated, in the General Fund, and that prior to an expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

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