

CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Municipal Clerks/Court

AGENDA DATE: June 13, 2017

CONTACT PERSON/PHONE: Richarda Duffy Momsen, Municipal Clerk, (915) 212-1206
Bruce D. Collins, Purchasing & Strategic Sourcing, (915) 212-1106

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: NO. 2: Set the Standard for Safe and Secure City.

SUBJECT:

Municipal Court recommends award of Solicitation #2017-1084 Janitorial Services – Municipal Court to Ace Government Services for an initial term three (3) term in the amount of \$131,544.00. Services will be provided at 810 Overland.

BACKGROUND / DISCUSSION:

Municipal Clerk Department recommends award of Solicitation #2017-1084 Janitorial Services – Municipal Court to Ace Government Services for an initial term three (3) term in the amount of \$131,544.00.

SELECTION SUMMARY:

Solicitation was advertised on April 18, 2017 and April 25, 2017. The solicitation was posted on City website on April 18, 2017. The email (Purmail) notification was sent out on April 20, 2017. Total of forty-four (47) bidders were solicited; thirty-eight (38) were local vendors. Four (4) bids were received; four (4) local vendors

COMPENSATION ANALYSIS

- Number of employees: (3 Part Time; 1 Supervisor- Salaried)
- Employee Hourly Rate: (\$ 7.50)
- Bill Rate: (\$ 12.00)
- Bill Rate, if increased to \$10/hr.: (\$ 16.50)
- Annual Increase: (\$16,443.00)
- Initial Term of the Contract Increase: (\$49,329.00)

PROTEST

No protest received for this requirement.

COUNCIL REPRESENTATIVE BRIEFING:

Was a briefing provided? Yes or No
If yes, select the applicable districts.

- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- All Districts

PRIOR COUNCIL ACTION:

On March 22, 2016, Council approved a one (1) year extension of Solicitation #2013-187 Janitorial Services – Municipal Court.

AMOUNT AND SOURCE OF FUNDING:

Dept. 111 Fund 1000, Division 11010, Prog P1101 Account 522060 – Maint Svcs Contract - Janitor

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



**COUNCIL PROJECT FORM
(BEST VALUE)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the CONSENT agenda for the Council Meeting of JUNE 13, 2017.

Strategic Goal #2: Set the Standard for Safe and Secure City.

The award of Solicitation No. 2017-1084 (Janitorial Services – Municipal Clerk) to Ace Government Services for an initial term estimated award of \$131,544.00. The award is to include a two (2) year optional amount of \$87,696.00 for a total five (5) year award of \$219,240.00.

Department:	Municipal Clerk
Vendor:	Ace Government Services El Paso, TX
Item(s):	All
Annual Estimated Amount:	\$ 43,848.00
Initial Term Estimated Award:	\$131,544.00 (3 years)
Total Estimated Award:	\$ 219,240.00 (5 years)
Account No.:	111-11010-1000-522060-P1101
Funding Source:	Janitorial Contracts
District(s):	All

This is a Best Value, service contract.

The Purchasing & Strategic Sourcing and Municipal Clerk Departments recommend that the contract be awarded to Ace Government Services, the vendor offering the best value bid. In accordance with this award the City Manager or designee is authorized to exercise future options if needed.



COMMITTEE SCORE SHEET

Best Value Bid

Solicitation Title: Janitorial Services - Municipal Clerk

SOLICITATION NO: 2017-1084

EVALUATION CRITERIA

	WEIGHT	MAX POINTS	A-One Janitorial, LLC El Paso, Texas	Ace Government Services, LLC El Paso, Texas	Francisco Corral dba Eagle Janitorial Service El Paso, Texas	Goodwill Industries of El Paso, Inc, Cost	
A. Cost	60%	60	\$152,043.12	\$131,544.00	\$123,322.32	\$137,025.00	
SUBTOTAL EVALUATION FACTOR A:		60	48.67	56.25	60.00	54.00	
B. REPUTATION & QUALITY OF BIDDER'S SERVICE							
Vendor's References	25%	25	12.32	25.00	16.67	14.49	
SUBTOTAL EVALUATION FACTOR B:		25	12.32	25.00	16.67	14.49	
C. EMPLOYEE MEDICAL BENEFITS & INCENTIVES							
Vendor's Medical Benefits & Incentives	10%	10	2.00	2.00	2.00	0.00	
SUBTOTAL EVALUATION FACTOR C:		10	2.00	2.00	2.00	0.00	
D. PAST PERFORMANCE							
Vendor's Past Performance	5%	5	3.34	5.00	5.00	3.34	
SUBTOTAL EVALUATION FACTOR D:		5	3.34	5.00	5.00	3.34	
Grand Total		100	66.33	88.25	83.67	71.83	



CITY OF EL PASO BID TABULATION FORM



Project Name: JANITORIAL SERVICES - MUNICIPAL CLERK
 Bid Opening Date: MAY 10, 2017

Solicitation #: 2017-1084
 Department: MUNICIPAL CLERK

		A-ONE JANITORIAL LLC EL PASO, TX			ACE GOVERNMENT SERVICES EL PASO, TX		
ITEM NO.	DESCRIPTION	MONTHLY AMOUNT (CALCULATION TAKEN FROM PART 3 PAGE 26) (A)	ESTIMATED ANNUAL AMOUNT (MONTHLY AMOUNT X 12) (A) X 12 = (B) (B)	3 YEAR TOTAL (ESTIMATED ANNUAL AMOUNT X 3 YEARS) (B) X 3 = (C) (C)	MONTHLY AMOUNT (CALCULATION TAKEN FROM PART 3 PAGE 26) (A)	ESTIMATED ANNUAL AMOUNT (MONTHLY AMOUNT X 12) (A) X 12 = (B) (B)	3 YEAR TOTAL (ESTIMATED ANNUAL AMOUNT X 3 YEARS) (B) X 3 = (C) (C)
1.	MUNICIPAL COURT 801 E. OVERLAND	\$4,223.42 (TAKEN FROM PART 3, PAGE 25)	\$50,681.04	\$152,043.12 (36 MONTH TOTAL)	\$3,654.00 (TAKEN FROM PART 3, PAGE 25)	\$43,848.00	\$131,544.00 (36 MONTH TOTAL)
<u>OPTION TO EXTEND THE TERM OF THE AGREEMENT</u> THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS. THE TERM OF THIS CONTRACT SHALL BE BASED ON ONE OF SELECTIONS BELOW AND UNDER THE SAME TERMS AND CONDITIONS. THE CITY MANAGER OR DESIGNEE MAY EXTEND THE OPTION TO EXTEND. BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:							
TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT:		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
NO OPTION OFFERED		<input type="checkbox"/>			<input type="checkbox"/>		
PAYMENT TERMS:		NET - 30 DAYS			2% - 10 DAYS 1% - 20 DAYS NET - 30 DAYS		

NOTE: The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract. This is a Best Value Procurement. Price and other factors shall be evaluated to determine an awardee.

APPROVED BY:
 DATE: 5/17/2017



CITY OF EL PASO BID TABULATION FORM



Project Name: JANITORIAL SERVICES - MUNICIPAL CLERK
 Bid Opening Date: MAY 10, 2017

Solicitation #: 2017-1084
 Department: MUNICIPAL CLERK

		EAGLE JANITORIAL SERVICE COMPANY EL PASO, TX			GOODWILL INDUSTRIES OF EL PASO INC. EL PASO, TX		
ITEM NO.	DESCRIPTION	MONTHLY AMOUNT (CALCULATION TAKEN FROM PART 3 PAGE 26) (A)	ESTIMATED ANNUAL AMOUNT (MONTHLY AMOUNT X 12) (A) X 12 = (B) (B)	3 YEAR TOTAL (ESTIMATED ANNUAL AMOUNT X 3 YEARS) (B) X 3 = (C) (C)	MONTHLY AMOUNT (CALCULATION TAKEN FROM PART 3 PAGE 26) (A)	ESTIMATED ANNUAL AMOUNT (MONTHLY AMOUNT X 12) (A) X 12 = (B) (B)	3 YEAR TOTAL (ESTIMATED ANNUAL AMOUNT X 3 YEARS) (B) X 3 = (C) (C)
1.	MUNICIPAL COURT 801 E. OVERLAND	\$3,425.62 (TAKEN FROM PART 3, PAGE 25)	\$41,107.44	\$123,322.32 (36 MONTH TOTAL)	\$3,806.25 (TAKEN FROM PART 3, PAGE 25)	\$45,675.00	\$137,025.00 (36 MONTH TOTAL)
<p><u>OPTION TO EXTEND THE TERM OF THE AGREEMENT</u></p> <p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS. THE TERM OF THIS CONTRACT SHALL BE BASED ON ONE OF SELECTIONS BELOW AND UNDER THE SAME TERMS AND CONDITIONS. THE CITY MANAGER OR DESIGNEE MAY EXTEND THE OPTION TO EXTEND.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p>							
TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT:		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
NO OPTION OFFERED		<input type="checkbox"/>			<input type="checkbox"/>		
PAYMENT TERMS:		2% - 20 DAYS			2% - 20 DAYS		
<p>BIDS SOLICITED: 47 LOCAL BIDS SOLICITED: 38 BIDS RECEIVED: 4 LOCAL BIDS RECEIVED: 4 NO BID: 0</p>							

NOTE: The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract. This is a Best Value Procurement. Price and other factors shall be evaluated to determine an awardee.

APPROVED BY:
 DATE: 5/17/2017

A-ONE JANITORIAL
6303 AIRPORT ROAD
EL PASO, TX 79925
RETURNED TO SENDER

ADEFTO BUILDING & GROUND SVS.
7740 MUSTANG AVENUE
EL PASO, TX 79915

AJ MAINTENANCE SERVICE
8057 BOWEN ROAD
EL PASO, TX 79915-4701

AALCON JANITORIAL SERVICES
2613 WHEELING AVE
EL PASO, TX 79930

ABM JANITORIAL SERVICES
5959 GATEWAY BLVD W
EL PASO, TX 79925

ACME-WESTERN JANITORIAL SERVICE INC.
2124 MONTANA AVE
EL PASO, TX 79903

ASEO INC.
7235 N. LOOP DR.
EL PASO, TX 79915

MAIDS OF AMERICA
4625 ALABAMA ST.
EL PASO, TX 79930

DJ'S JANITORIAL SERVICES
P. O. BOX 370305
EL PASO, TX 79937-0305

RETURN TO SENDER
CCBS BUILDING SERVICE
6940 VILLA HERMOSA DR.
EL PASO, TX 79912

CAREFREE JANITORIAL SERVICE
12264 CHISHOLM PASS DRIVE
EL PASO, TX 79936

RETURN TO SENDER
C & L JANITORIAL SERVICES
1207 N GRAMA STREET
EL PASO, TX 79903

CLEOLA SWEED
12808 TIERRA AVALA
EL PASO, TX 79938

MAHEIR JANITORIAL SERVICES
12156 YVONNE RICHARDSON AVENUE
EL PASO, TX 79936

CMC & MAINTENANCE, INC.
4 UNION STREET SUITE 24
BANGOR, ME 04401

HB MANAGEMENT GROUP
ATTN: KEVIN STAYART
7100 BROADWAY, SUITE 6-L
DENVER, CO 80221

D & D PROFESSIONAL SERVICES
9908 BERMUDA AVE
EL PASO, TX 79925

REAL CLEAN / RCI
ATTN: KELLI KEENE
523 GARRISON AVE SUITE 900
FORT SMITH, AR 72901

EXECUTIVE MAINTENANCE
ATTN: LUIS HERNANDEZ
4305 LOMA DE ORO
EL PASO, TX 79934

D&A BUILDING SERVICES, INC.
321 GEORGIA AVENUE
LONGWOOD, FL 32750

EXCELLENT JANITORIAL
5004 GRECO COURT
EL PASO, TX 79924-2221

MODERN ENTERPRISES
10209 SUGARBERRY DR.
EL PASO, TX 79925

G AND L JANITORIAL SERVICE
2036 THUNDER RIDGE DR.
EL PASO, TX 79938

JO CARES JANITORIAL & MAID SERVICES
1833 PUEBLO NUEVO CIR.
EL PASO, TX 79936

L & J CLEANING SERVICE
2904 SAN DIEGO
P.O. BOX 3461
EL PASO, TX 79930

KUANTUM SERVICE COMPANY
2110 WYOMING
EL PASO, TX 79903

MARTINEZ JANITORIAL SERVICES
3121 TIERRA RIO ROAD
EL PASO, TX 79938-4483

PM JANITORIAL SERVICES
10413 VALLE FERTIL
SOCORRO, TX 79927

PEREDA'S CLEANING & MAINTENANCE
10316 COMMODORE STREET
EL PASO, TX 79924

P & S JANITORIAL SERVICES
12158 VALLEY QUAIL
EL PASO, TX 79936

MONARCH BUILDING SERVICES
1001 PENDALE RD.
EL PASO, TX 79907

MIGHTY CLEAN
11572 BOB MITCHELL DR.
EL PASO, TX 79936

NATIONAL JANITORIAL SERVICE & SUPPLY
1122 TEXAS AVE
EL PASO, TX 79901

PJS OF EL PASO, INC.
2110 WYOMING AVE
EL PASO, TX 79903

FEDERAL JANITORIAL
14122 W MCDOWELL RD STE. 100
GOODYEAR, AZ 85395
RETURNED TO SENDER

PROFESSIONAL JANITORIAL SVCS
2110 WYOMING AVENUE
EL PASO, TX 79903

KEEPCLEAN MANAGEMENT INC.
494 BRIDGEPORT AVE. SUITE 180
SHELTON, CT 06484

STAR-CLEAN
8120 ROGERS
EL PASO, TX 79907

SOTELO JANITORIAL SERVICES
5665 BETHVIEW
EL PASO, TX 79932

SPARKLE PROFESSIONAL JANITORIAL
SERVICE
3901 FLAMINGO
EL PASO, TX 79902

S&R JANITORIAL SERVICE
707 URANIO PL.
EL PASO, TX 79928

SUN CITY CLEANING
4421 TITANIC AVE
EL PASO, TX 79904

THE EAGLE JANITORIAL SERVICES
2919 AURORA AVENUE
EL PASO, TX 79930

TEXAS-UBS, INC.
15700 EXPORT PLAZA DR. # G
HOUSTON, TX 77032
RETURNED TO SENDER

TRDI INCORPORATED
11450 ROJAS DR STE D12
EL PASO, TX 79936

WESTERN JANITORIAL SERVICE INC.
2124 MONTANA
EL PASO, TX 79903

Y & C JANITORIAL SERVICES
3021 E. MISSOURI
EL PASO, TX 79903