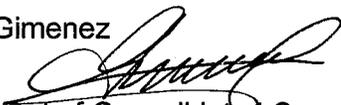


Memorandum



Date: November 21, 2011

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Advertisement of Consolidated Countywide Janitorial Services

This memorandum is to advise the Board of County Commissioners (Board) that an Invitation to Qualify (ITQ) has been developed by the Internal Services Department, in collaboration with the Sustainability, Planning and Economic Enhancement Department (SPEED), and advertised to pre-qualify vendors for the provision of janitorial services at County facilities.

Background

The goal of this contract consolidation is to achieve consistency in requirements and performance standards, improve administration and oversight, and to reduce costs. More specifically, the consolidation will allow all parties to operate under the same terms and conditions, utilizing consistent, measurable criteria that establish clear expectations that do not vary from contract to contract.

The ITQ establishes three distinct pre-qualification groups based on the size of facilities and qualifying criteria. Vendors that meet the minimum requirements are eligible to be part of one of the groups for competitive bidding opportunities. In addition, vendors can be added at any time during the term of the ITQ. As janitorial services are needed, solicitations will be issued to prequalified vendors and the Small Business Development Unit of SPEED will determine the appropriate Small Business Enterprise (SBE) measure for each solicitation.

Group 1 facilities are those that are less than 25,000 square feet and are five stories or less. The Group 1 projects will be assigned an SBE Set-Aside measure. Vendors not certified as small businesses will only be permitted for this group when SBD determines there are no available SBEs. The ITQ has flexibility to ensure that SBEs also have ample opportunities to compete for janitorial services in the two other groups. Each solicitation for Groups 2 and 3, the larger facilities and buildings, will be reviewed by SBD for an appropriate measure.

The ITQ method has been well received by stakeholders. A meeting with County departments took place on June 16, 2011 to discuss the procurement approach and review the details of the ITQ. In addition, a vendor workshop was held on August 19, 2011 for industry review and for staff to receive comments. Nineteen vendors (including 13 certified SBEs) attended the workshop and offered very favorable comments regarding this approach.

Because this solicitation has been advertised, the Cone of Silence is in effect until an award recommendation is made.

Should you have any questions, please do not hesitate to contact Miriam Singer, Internal Services Department, at 305-375-5502, or me directly.

c: Robert A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Lester Sola, Director, Internal Services Department
Charles Anderson, Commission Auditor
Miriam Singer, Internal Services Department