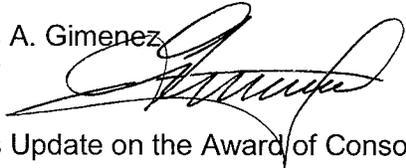


Memorandum



Date: March 2, 2012

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

From: Carlos A. Gimenez
Mayor 

Subject: Status Update on the Award of Consolidated Countywide Janitorial Services - Invitation to Qualify

This serves as an update to the communication sent to the Board of County Commissioners (Board) on November 21, 2011 regarding the advertisement of the consolidated countywide janitorial services contract.

The Internal Services Department (ISD) received 34 vendor proposals in response to the Invitation to Qualify (ITQ), of which 18 have met the requirements for qualification. The remaining firms have been notified as to the specific items required to qualify for the three pools. In addition, on February 16, 2012, ISD's Procurement Management Division held a publicly noticed meeting with each of the firms that submitted offers but were missing information or documents in order to assist them in the qualification process. These meetings were scheduled to ensure every opportunity is afforded to maximize competition and small business participation. The 18 vendors being recommended will ensure sufficient best value in the spot market competitions.

Vendors are being recommended as follows:

Group	Group Description	Number of recommended vendors, per group	Number of vendors that are certified SBEs, per group
1	Minimum one year experience managing facilities of any size	15	6
2	Minimum three years experience managing facilities in excess of 25,000 square feet.	11	2
3	Minimum five years experience managing facilities in excess of 75,000 square feet and/or buildings taller than five stories	8	0

**Some vendors may serve on more than one pool.*

The three prequalified pools remain open and additional qualified vendors may be added at any time during the contract's term.

The qualified vendors will offer continuity of service when the current 17 janitorial contracts expire. The initial spot competitions will replace existing contracts that expire in September 2012 and will continue through the expiration of current contracts. The Board has recently approved extensions to existing janitorial services contracts while the pre-qualification pools for countywide consolidated janitorial services were being finalized. Once the countywide pools are established, subsequent competitions will begin during the summer of 2012. Given that numerous facilities will have to be assigned under the new contract, a schedule has been developed for work order competitions that will

Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners
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likely require until the spring of 2013 to fully implement the new consolidated contracts. This approach ensures a smooth transition of services and minimal disruption to site operations. The award of the pre-qualification pool is expected to be presented to the Board during the spring of 2012.

If you have any questions or concerns, please feel free to contact Lester Sola, ISD Director at 305-375-2363.

Attachment

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

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