

Memorandum



Date: September 15, 2016

To: Gary Hartfield, Division Director
Internal Services Department, Small Business Development

From: Milton L. Collins, Division Director *MLC*
Miami-Dade Aviation Department, Minority Affairs Division

Subject: Revised Recommendation of Contract Measures Request
Janitorial Services at Miami International Airport
Project No. RFP No. MDAD-03-16 (Z1) - Zone 1

REVISED RECOMMENDATION:

This is a revised resubmittal request for Small Business Development to proceed with the approval of the Recommendation of Contract Measures request for the **Janitorial Services at Miami International Airport, RFP No. MDAD-03-16 (Z1) - Zone 1**. MIA staff have evaluated the subject project and recommends an **SBE G&S Goal of 15%**. **(Previous Project Worksheet attached 03/05/2008)**. MDAD is recommending increasing the **SBE Goal for Zone 1 from ten percent (10%) to a fifteen percent (15%) goal**.

The Term of this Agreement shall be for seven (7) years and the County reserves the right to extend the Agreement for up to three (3) separate one (1) year periods at the County's sole discretion. Each Zone will be awarded a separate contract.

The Contract Estimated Amount for seven (7) years for Zone 1 is \$189,000,000 (based on current annual average \$27,000,000). Attached is the breakdown currently in place for Zone 1.

PROJECT DESCRIPTION:

Miami-Dade County ("County") anticipates entering into a non-exclusive agreement with one (1) Contractor for the provision of janitorial services for the Miami-Dade Aviation Department (MDAD). The County is soliciting Proposals from perspective proposers, who, if selected by the County, shall provide the required janitorial services for the facilities identified herein as Zone 1. The existing collective bargaining agent for MDAD's current janitorial contractors' custodial and Specialist workforce is the Teamsters Local 769, affiliated with the Teamsters International Union, AFL/CIO.

MINIMUM QUALIFICATIONS:

ZONE 1 – Proposer should have five (5) years of continuous janitorial experience cleaning one or more 24-hour facilities totaling at least five million (5,000,000) square feet, 7 days a week, including holidays, and serviced by not less than 500 full-time Equivalents (FTE) in one or more facilities, working multiple shifts.

NOTE: This project is a Square Footage Agreement

Please advise our office if additional information or clarification is needed to complete this process.

Revised Recommendation of Contract Measures Request
Janitorial Services at Miami International Airport
Project No. RFP No. MDAD-03-16 (Z1) - Zone 1
Page 2 of 2

Attachments

cc: L. Johnson, SBD
J. Escalante, SBD
E. Etienne, SBD
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File

MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET

To: Gary Hartfield, Division Director
Internal Services Department, Small Business Development

From: Milton L. Collins, Division Director
Miami-Dade Aviation Department
Minority Affairs Division



PROJECT/CONTRACT TITLE: Request for Proposals for Janitorial Services at Miami International Airport

PROJECT/CONTRACT NUMBER: RFP No. MDAD-03-16 (Z1) Zone 1

DEPARTMENT: Miami Dade Aviation Department

ESTIMATED PROJECT COST: \$189,000,000.00
(Based on current annual average \$27,000,000)

FUNDING SOURCE: Airport Operating Funds

DESCRIPTION OF PROJECT/BID:

Miami Dade County ("County") anticipates entering into a non-exclusive agreement with one (1) Contractor for the provision of janitorial services for the Miami-Dade Aviation Department (MDAD). The County is soliciting Proposals from prospective proposers, who, if selected by the County, shall provide the required janitorial services for the facilities identified herein as Zone 1.

CONTRACT MEASURES RECOMMENDATION:

Measures: Zone 1: SBE G & S Goal of 15%

REASONS FOR RECOMMENDATION:

Analysis of the factors contained in Implementing Order #3-41 indicates that the SBE-Goods & Services Program goal is appropriate for this contract.



Dept. of Business Development
Project Worksheet

Project/Contract Title: REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES RC Date: 03/05/2008
 Project/Contract No: RFP NO. MDAD-09-06 Funding Source: Item No: 2-01
 Department: MIAMI DADE AVIATION DEPARTMENT GENERAL
 Estimated Cost of Project/Bid: \$80,000,000.00 Resubmittal Date(s): 09/19/2007

Description of Project/Bid: MIAMI-DADE COUNTY ANTICIPATES ENTERING INTO NON-EXCLUSIVE AGREEMENTS FOR THE PROVISION OF JANITORIAL SERVICES FOR THE MIAMI-DADE AVIATION DEPARTMENT (MDAD). THE REQUESTED SERVICES SHALL PROVIDE THE REQUIRED JANITORIAL SERVICES FOR THE ENTIRE MDAD FACILITY WHICH ARE IDENTIFIED AS ZONES 1, 2 AND 3. SERVICES TO BE PERFORMED BY THE OPERATOR(S) SHALL INCLUDE THE SUPPLYING OF LABOR, MATERIALS, EQUIPMENT, CHEMICALS AND ALL ITEMS, NECESSARY FOR, OR INCIDENTAL TO, SUCH JANITORIAL MAINTENANCE. TERMS OF THE AGREEMENT(S) ARE FOR THREE YEARS WITH FIVE-ONE YEAR EXTENSIONS.

Contract Measures Recommendation		
Measure	Program	Goal Percent
Goal	SBE	10.00%
Set Aside	SBE	200.00%

Reasons for Recommendation

OTHER RECOMMENDATION. This project meets all the criteria set forth in A.O. #3-41.
 Commodity Code:
 91039 Janitorial / Custodial Services (38 SBE certified firms, 10 firms responded).
 Contract Measure Recommendations:
 Zone 1-SBE GOAL (10%) - \$66,000,000-Terminal and Concourses.
 Zone 2-SBE Set-Aside-\$7,000,000-Parking Garages, Aviation Dept. Maint. Complex, Taxi Lot, Central Toll, Plaza, Police Station and other Outlying Buildings.
 Zone 3-SBE Set-Aside-\$7,000,000-Cargo Buildings, other buildings on 36th St. and the 3 General Airports and Outlying Buildings.
 Reason for resubmittal: Project was not advertised within the required 180 day period.

Analysis for Recommendation of a Goal				
Subtrade	Cat.	Estimated Value	% of Items to Base Bid	Availability
	SBE	\$6,600,000.00	10.00%	38
	SBE	\$7,000,000.00	100.00%	38
	SBE	\$7,000,000.00	100.00%	38
Total		\$20,600,000.00		

Living Wages: YES NO
 Responsible Wages: YES NO

Ordinance 90-143 is applicable to all construction projects over \$100,000 that do not utilize Federal Funds

REVIEW COMMITTEE RECOMMENDATION			
Tier 1 Set Aside _____			
Set Aside _____	Level 1 _____	Level 2 _____	Level 3 _____
Trade Set Aside (MCC) _____	Goal _____	Bid Preference _____	
No Measure _____	Deferred _____	Selection Factor _____	
Chairperson, Review Committee _____	Date _____	County Manager _____	Date _____



**JANITORIAL OPERATING BUDGET
FY 2016/2017**

DTZ , Inc.

Submitted: November 23,2015

MIAMI-DADE AVIATION DEPARTMENT
MIAMI INTERNATIONAL AIRPORT
ZONE 1 FACILITIES MANAGED BY DTZ, INC.



We the undersigned have reviewed and approved the attached 2016/2017 proposed budget for facilities indicated in Zone 1.

Approved by: _____
DTZ Services, General Manager

Date

Approved by: _____
MDAD

Date



EXECUTIVE SUMMARY

The proposed operational budget for the fiscal year 2016-2017 is prepared and submitted to include the following operational factors:

- Salary and Wages are proposed with a 4% forecasted Living Wage Ordinance increase that could become effective October 1st, 2016; a 4% proposed living wage increase is an average based on prior years' increases since 2001.
- Health Insurance coverage proposed includes a 4% forecasted Living Wage Ordinance increase that could become effective October 1st, 2016.
- Estimated costs for cleaning supplies, equipment and maintenance, and overhead and profit are proposed based on current year 2015-2016 standards.
- Other costs such as: employee parking, employee background/fingerprints, employee drug screening, and document destruction are forecasted based on performance statistics of previous years and staffing headcounts.

The Total Forecasted Operating Budget for the Fiscal Year 2016 – 2017, per account is as follows:

Labor Wages, Taxes, and Insurance		\$25,380,945.00
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Labor and Wages		\$22,598,013.00
Salaries	\$19,078,862.00	
T&I	\$3,519,151.00	
Group Health Insurance		\$2,782,932.00
Other Operating Expenses		\$3,908,806.00
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Cleaning Supplies	\$1,606,871.00	
Equipment and Maintenance	\$197,710.00	
Overhead and Profit	\$1,588,209.00	
Other Costs	\$516,016.00	
Total Forecasted Budget		\$29,289,751.00
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Summary of Expenses by Line Item

Labor & Wages Expenses

101 700110 Employee Salaries \$19,078,862.00

Proposed budget is inclusive of:

- 4.0% estimated adjustment due to Miami Dade County Living Wage Ordinance mandated Cost Of Living increases
- Assumes no overtime hours
- Distribution of Positions as follows: (672 Full-Time Equivalents)
 - o General Manager 1
 - o Operations Manager 2
 - o Shift Manager 7
 - o Shift Supervisor 29
 - o Custodian I 459
 - o Custodian II 167
 - o Maintenance Worker 4
 - o Warehouse Clerk 1
 - o Administrative Asst 1
 - o Clerk 1

130 700156 Payroll Related Expense (PT&I) \$3,519,151.00

142 701110 Group Health Insurance \$2,782,932.00

The health insurance expense is based on coverage for all eligible DTZ Services production and management employees as required by the Living Wage Ordinance. Single coverage is offered to all regular full-time employees. The cost of medical coverage is anticipated to be is \$345.62 per employee per month. (\$4,147.44 per employee/year)



Total net cleanable square footage is scheduled to be as follows:

October 2016 **7,384,190 sq ft**

***The above square footage is utilized to forecast the cleaning supplies, overhead and profit, and equipment/maintenance accounts that follow.**

2155 749890 Contractor Overhead and Profit **\$1,588,209.00**

This item represents the fixed amount to be billed to the County by DTZ Services. The amount is determined based on a contract standard of .0041362 times the net cleanable square footage.

4399 743510 Cleaning Equipment **\$197,710.00**

This item represents the fixed amount to be billed to the County by DTZ Services. The amount is determined based on a contract standard of .0005149 times the net cleanable square footage.

4919 749230 Consumable Supplies(Cleaning Supplies) **\$1,606,871.00**

This item represents the fixed amount to be billed to the County by DTZ Services. The amount is determined based on a contract standard of .0041848 times the net cleanable square footage.



3313 721630 Charges for Employee Badges & Physicals \$25,536.00

This line item is based upon our projected rate of hiring as well as ID badge renewals.

3332 733030 Employee Parking \$240,480.00

This line item has been calculated after a review of the historical data on the number of employees currently parking at the airport, as well as a rate of \$360.00 per year provided to DTZ by MDAD. (668 Employees)

3399 733050 Miscellaneous Other \$250,000.00

- From time to time reimbursable expenses arise that do not fit into the above categories. This account is set up for use when this occurs such as sub contracting of high window cleaning, carpet restoration and other specialized cleaning. \$250,000.00

Enclosures:

Attachment A - Budget Expense Spreadsheet

Attachment B - Table of Organization



ATTACHMENT B

DTZ - Janitorial Zone 1

Fiscal Year 2016-2017

2015/2016	2016/2017
654	672
Total Reimbursable	

DTZ	
2015/2016	2016/2017
1	1
GM	

Total Connection-Subcontractor	
2015/2016	2016/2017
2	2
41	41
9	9
52	52
Total	

Globe Facilities-Subcontractor	
2015/2016	2016/2017
9	12
	22
9	34
Total	

DTZ	
2015/2016	2016/2017
2	2
7	7
26	27
5	4
1	1
388	406
136	136
1	1
1	1
567	585
Total	

Operations Manager
 Shift Manager
 Supervisors
 Maintenance Workers
 Administrator Assistant
 Custodian I
 Custodian II
 Warehouse Clerk
 Clerk

ATTACHMENT D



Janitorial Operations Budget
2015-2016 vs. 2016-17 Comparison

	<u>2015-2016</u>	<u>2016-2017</u>	<u>VARIANCE</u>
Square Footage			
Net Cleanable Square Footage	7,384,190	7,384,190	0
Total Net Cleanable Square Footage	<u>7,384,190</u>	<u>7,384,190</u>	<u>0</u>
Labor, Taxes, Insurance, Others (654 Full Time Equivalents)			
Employee Salaries	\$18,302,989.00	\$19,078,862.00	\$775,873.00
Payroll Related Expenses (PT&I)	\$3,358,734.00	\$3,519,151.00	\$160,417.00
Group Health Insurance	\$2,519,901.00	\$2,782,932.00	\$263,031.00
Employee Parking	\$234,000.00	\$240,480.00	\$6,480.00
Charges for Employee Physicals	\$23,660.00	\$25,536.00	\$1,876.00
	<u>\$24,439,284.00</u>	<u>\$25,646,961.00</u>	<u>\$1,207,677.00</u>
Contractor Overhead and Profit	\$1,588,209.00	\$1,588,209.00	\$0.00
Cleaning Equipment	\$197,710.00	\$197,710.00	\$0.00
Consumable Supplies (Cleaning Supplies)	\$1,606,871.00	\$1,606,871.00	\$0.00
Miscellaneous Other	\$100,000.00	\$250,000.00	\$150,000.00
Total Forecasted Budget	<u><u>\$27,932,074.00</u></u>	<u><u>\$29,289,751.00</u></u>	<u><u>\$1,357,677.00</u></u>