Memorandum

Date: September 1, 2016

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

From: Milton L. Collins, Division Director
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 (Z3) - Zone 3

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 (Z3) Zone 3. MIA staff have evaluated the subject project and recommends an SBE Set-Aside for Zone 3. (Previous Project Worksheet attached 03/05/2008).

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 3 is $16,487,100.00 (based on current annual average $2,355,300.00). Attached is the breakdown currently in place for Zone 3.

PROJECT DESCRIPTION:

Miami-Dade County ("County") anticipates entering into a non-exclusive agreement with one (1) separate 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 3. 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 3 – Proposer should have five (5) years of continuous experience cleaning a facility with at least five hundred thousand (500,000) square feet of and serviced by not less than 40 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.

Attachments

c: L. Johnson, SBD
J. Escalante, SBD
E. Etienne, SBD
D. Agostino, MDAD
B. Jimenez, MDAD
C. Jose, MDAD

M. Clark-Vincent, MDAD
P. Betancourt, MDAD
D. Burke-Wheeler, MDAD
L. Arce, MDAD
S. Albritton, MDAD
C. Corrales, MDAD/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 (Z3) Zone 3

DEPARTMENT: Miami Dade Aviation Department

ESTIMATED PROJECT COST: $16,487,100.00
(Based on current annual average $2,355,300)

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 3.

CONTRACT MEASURES RECOMMENDATION:

Measures: Zone 3: SBE Set-Aside

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.
REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES

MIAMI Dade Aviation Department

Funding Source: General

Estimated Cost of Project: $80,000,000

Miam-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-year extensions.

Measure | Program | Goal Percent
---|---|---
Goal | SBE | 10.00%
Set Aside | SBE | 200.00%

OTHER RECOMMENDATION. This project meets all the criteria set forth in A.O. 03-41.

Commodity Code: 91039 Janitorial Custodial Services (38 SBE certified firms, 10 firms responded).

Contract Measure Recommendations:
- Zone 1 SBE Goal (10%) - $6,000,000 - 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

<table>
<thead>
<tr>
<th>Subtrade</th>
<th>Cat.</th>
<th>Estimated Value</th>
<th>% of Items to Base Bid</th>
<th>Availability</th>
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</thead>
<tbody>
<tr>
<td>SBE</td>
<td>$7,000,000.00</td>
<td>100.00%</td>
<td>38</td>
<td></td>
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<tr>
<td>SBE</td>
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<td>100.00%</td>
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<tr>
<td>SBE</td>
<td>$6,000,000.00</td>
<td>10.00%</td>
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Living Wages: YES [X] NO

Responsible Wages: YES NO [X]

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

REVIEW COMMITTEE RECOMMENDATION

Tier I 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
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
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<tr>
<td>0002</td>
<td>Item 2</td>
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**Total:** $26,265.96

**Available:** $26,265.96

**Budgeted:** $26,717.94

AV3193 - Fiscal Year 2015

Visa Building Services, Inc. Vendor #7272
### Janitorial Budget Tracking FY 2015 - Vista

<table>
<thead>
<tr>
<th>Item Description</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
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<tr>
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**Notes:**
- Weekly Average: $262.65
- Total Hours: 50

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### Vendor Invoices

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<td>INV-002</td>
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<tr>
<td>INV-003</td>
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**Notes:**
- Budgeted: $10,000
- Actual: $8,500
- Variance: $1,500

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**AV1393 - Fiscal Year 2015**

Vista Building Services, Inc. Vendor #7722
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<th>OH &amp; Profit</th>
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<th>Other Costs</th>
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<th>PL &amp; G</th>
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<th>Account #</th>
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AV3193 - Fiscal Year 2015
Vista Building Services Inc. Vendor # 7722