



Lumpkin County, Georgia

Finance Department

Date: April 11, 2016

Agenda Item: Janitorial Services RFP Recommendation

Item Description: Janitorial Services for the following buildings was placed out for proposals in March 2016: Administration Building, Annexes A & B, Planning Building, Election Building (both floors), Extension Office, Historic Jail, and the Senior Center.

Facts & Historical Information:

Lumpkin County currently has a contract with Diamond Cleaning for janitorial services on the above named facilities. The current contract has been in place since 2013 and the current contract amount is \$36,468. The contractor chose to no longer clean the Senior Center in February of 2016 after failing to reach an agreement on the level of cleaning to be provided to meet the expectations of staff. County staff has been working with this vendor to rectify other issues with the contract. Issues have been sporadic and when addressed, contract's performance improves for a period of time. A committee composed of one elected official, two department heads, one front line employee, and one director was formed and not only worked with the Purchasing Agent on the scope of work for the RFP, but met to review the proposals and make a recommendation for a contract. Four proposals were received. One proposer was disqualified for not meeting all of the requirements set forth in the document. The low proposer did not have as much experience and didn't answer the committee's questions to a satisfactory nature. Based upon issues with the current contract, staff did not feel they could recommend continuing with the same provider. Based upon the submissions, the committee is recommending that the County contract with American Facility Services. The committee is also recommending that the County switch to a night cleaning service. This is included in the price and the night option was cheaper than the daytime cleaning service. All departments affected were contacted prior to the RFP being published and all agreed that with some minimal changes in their offices, they were comfortable with a change to a night service.

Budget Impact:

While the total amount is not in the 2016 operating budget, the amount can be covered through contingency and adjusted in the 2017 budget. This is almost always the case when a service is renegotiated. Even the existing contractor's price went up.

Staff Recommendation:

It is the recommendation of the committee to enter into a contract with American Facility Services to clean our facilities and to bring our floors up to industry standard.

RFP OPENING												
RFP # 2016-004 Janitorial Services												
Time: 1:00 PM												
Date: 4/1/2016												
Company Name	Inclusive Hourly Rate Daytime	Estimate of Hours to complete	Inclusive Hourly Rate Nighttime	Estimate of Hours to complete	Senior Citizens Daytime	Estimate of Hours to complete	Senior Citizens Nighttime	Estimate of Hours to complete	Total Proposal Calculation Daytime	Total Proposal Calculation Nighttime	Other Comments	
1 American Facility Services	\$ 3,100.00	8	\$ 2,900.00	8	\$ 850.00	2 & 2.5	\$ 800.00	2 & 2.5	\$3,950.00	\$3,700.00		
2 Diamond Cleaning	\$ 2,780.00	6 to7	\$ 2,780.00	6 to 7	\$ 1,256.60	3 to 4	\$ 1,256.00	3 to 4	\$4,036.60	\$4,036.00		
3 EBS, INC	\$ 2,299.19	5	\$ 2,465.86	4	\$ 729.00	4	\$ 729.00	3	\$3,028.19	\$3,194.86		
4 Xtra Hands Cleaning & Organizing											Disqualified	
Staff Present for Opening:												
1 Wayne Seabolt												
Purchasing Agent: _____												

RFP OPENING Supplemental Sheet									
RFP # 2016-004 Janitorial Services									
Time: 1:00 PM									
Date: 4/1/2016									
Company Name	Carpet	Tile	Total Sq Ft Carpet	Total Sq Ft Tile	Total Proposal Calculation	Total Proposal Calculation	Grand Total	Other Comments	
1 American Facility Services	\$ 0.12	\$ 0.25	16713	24287	\$2,005.56	\$6,071.75	\$8,077.31	All pricing is for all buildings on a sq ft basis	
2 EBS, Inc	\$ 0.20	\$ 0.20	16713	24287	\$3,342.60	\$4,857.40	\$8,200.00		
3 Diamond	\$3,850.00	\$ 11,017.00					\$14,867.00	Submitted pricing for each building.	
4 Xtra Hands Cleaning								Disqualified	
5									
Staff Present for Opening:									
1 Wayne Seabolt									
Purchasing Agent: _____									