



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Greg Minor, Parks & Facilities Director, George Barber, Chief Procurement Officer

**DATE:** July 11, 2024

**RE:** Award of Request for Proposal #28-0-2024SVM, Janitorial Services (Custom Cleaning and Management Servies Corp d/b/a CCMS \$306,400.59)

### **SUMMARY:**

At the request of the Parks and Facilities Department, the Procurement Department issued a request for proposals (RFP) on behalf of the City for Janitorial Services for forty-eight (48) City-owned locations, including six (6) city parks and five (5) fire stations. The scope of work includes furnishing all labor, supervision, transportation, tools, equipment, materials, and supplies necessary to accomplish the requested services.

The Procurement Department notified one-thousand and fifty-five (1,055) vendors. Forty-five (45) representatives from thirty-two (32) vendors attended the mandatory pre-proposal city-wide site visit. Twelve (12) proposals and one (1) No Bid were received in response to the City's request for proposals. The Procurement Department staff reviewed the proposals for responsiveness. The evaluation team, consisting of qualified staff from the Parks and Facilities, Utilities, Public Works, and Police departments evaluated for responsiveness, which entailed the Evaluation Team assigning points for the non-price sections of Summary Qualifications and Technical Response. Points for cost were determined by the Procurement Department through a formula described in the solicitation. (See attached Scoring-Ranking Form.)

The Evaluation Team met in a publicly advertised meeting on June 7, 2024, in which they discussed the twelve (12) responses.

The Evaluation Team unanimously recommended Custom Cleaning and Management Services Corporation d.b.a. CCMS of Jupiter, Florida as the top-ranked vendor for award based on the following: The proposal provided was professional and detailed, addressing most questions and accurately interpreting the intent of the Scope. It emphasizes quality and outlines the routing of resources, including supplies, equipment, and man-hours, specifically tailored to Palm Bay's

needs. A detailed service implementation plan was included, with a strong focus on quality control. The proposal was comprehensive, addressing nearly every point in the Scope, and was presented in a clear and understandable manner.

Custom Cleaning and Management Services Corporation d.b.a. CCMS of Jupiter, Florida has one (1) Brevard County contract, Department of Defense - Patrick Space Force Base, since 2022. They also have the following Florida contract, Palm Beach County Tax Collector, Westlake, since 2022, Central, since 2022, North, since 2024.

Part of the implementation plan included the transition stage. They provided the following: Custom Cleaning and Management Services Corporation d.b.a. CCMS of Jupiter, Florida recruits workers from the incumbent contractor due to their familiarity with the locations. Approximately 60% of these workers choose to switch employers for job stability and security. All recruits undergo a full training period like other employees. Remaining positions are filled with local employees and new hires who live near their future job sites, aiming to minimize travel time and enhance employee retention.

**REQUESTING DEPARTMENTS:**

Facilities & Parks  
Procurement

**FISCAL IMPACT:**

The estimated budget for this project was \$286,229. Total project award will be \$306,400.59 city-wide. For departments within the General Fund, funding is available in Janitorial Services account 001-4525-519-3412. For the Building Department, funding is available in account 451-3120-524-3412. Lastly in the Utilities Department, funding is available in accounts 421-8014-536-3412 and 421-8011-536-3412.

**STAFF RECOMMENDATION:**

Motion to approve award of RFP #28-0-2024/SVM, Janitorial Services to Custom Cleaning and Management Services Corp d.b.a. CCMS located in Jupiter, Florida. Council approval is requested to establish a one-year term contract, renewable by the Procurement Department for up to four (4) additional one-year terms.

**ATTACHMENTS:**

1. Scoring-Ranking Form
2. Attachment C
3. Cost calculations
4. Proposal tabulation sheet