



Staff Report

Annual Requirements Contract for Janitorial Services, Project 23-0095	
City Council Meeting Date: 11-07-2023	Document Being Considered: Minute Order

RECOMMENDATION

Authorize the City Manager or his designee to execute an annual requirements contract for janitorial services with CTJ Maintenance, Inc., of Irving, Texas, in the estimated amount of \$880,220. CTJ Maintenance, Inc., is a MWBE firm.

PRIOR BOARD OR COUNCIL ACTION

None.

ANALYSIS

This contract is for janitorial services for various City buildings such as City Hall, City Tower, and Ott Cribbs Public Safety Center. Cleaning services will be provided five to seven days per week based on location, and will include the cleaning of break rooms, restrooms, bookshelves, floors, and private offices. This contract includes a full-time supervisor for quality control inspections. The supervisor will work alongside City staff to ensure compliance.

An evaluation team comprised of City staff from multiple City departments such as Police, Parks, Asset Management, and CMO evaluated and scored the submittals based on a weighted criteria which included operational planning such as number of staff and equipment, experience/qualifications, and overall price. The following firms were evaluated:

VENDOR	MWBE Status
CTJ Maintenance, Inc. Irving, Texas	HI
Andrews Building Service, Inc. Dallas, Texas	AS
3H & 3H, Inc. Buford, Georgia	N/A
Global Building Maintenance, Inc. Dallas, Texas	AS
LGC Global Energy FM, LLC Dallas, Texas	N/A
UBM Enterprise, Inc. Dallas, Texas	AS
Kleen-Tech Services, LLC Denver, Colorado	N/A
Del Sol Group, LLC Austin, Texas	HI
Love Global Enterprises, LLC Mansfield, Texas	BL
Ambassador Services, LLC Houston, Texas	HI
Entrust One Facility Services, Inc. Dallas, Texas	HI
All Janitorial Services, Inc. Plano, Texas	HI
Pritchard Industries Southwest, LLC Fort Worth, Texas	N/A

Mishalyn Harris Consulting Frisco, Texas	HI
Lim Services Industries, Inc. Cypress, Texas	AS
Labor Over Fruit Enterprises, LLC Farmers Branch, Texas	N/A
Member's Building Maintenance, LLC Dallas, Texas	AS
Trash Skooters Plano, Texas	BL
Ave2Ave Investments, LLC Fort Worth, Texas	BL

After the initial round of scoring, the City invited the top two vendors CTJ Maintenance, Inc., and Andrews Building Service, Inc., for interviews and presentations with the evaluation committee. Upon completion of the interviews, it was determined that the proposal submitted by CTJ Maintenance, Inc., was the most advantageous and offers the best overall value to the City based on the relative importance of price and other criteria established in the RFP. Final scoring of the two short listed vendors are below:

Vendor	MWBE	Round One Scoring	Interview Round Scoring	Total Score
CTJ Maintenance, Inc.	HI	56.83	112	168.83
Andrews Building Service, Inc.	AS	58.83	105	163.83

Proposals closed:	May 11, 2023, at 2:00 p.m.
Vendors notified through IonWave:	644
MWBE Vendors Notified through IonWave:	208
Vendors responding to bid request:	19
MWBE Vendors responding to bid request:	14
Original contract term:	One year/two, one-year renewal options
Current term:	December 1, 2023 – November 30, 2024
MWBE:	Yes
Procurement Method:	Request for Proposals

Name of Prime Vendor	CTJ Maintenance, Inc.
Total Contract Value	\$880,220
Prime Vendor's M/WBE Status	HI
Dollar Amount of Prime Vendor's Self-Performance	\$880,220
Percentage Amount of Prime Vendor's Self-Performance	100%
Total MWBE Participation	\$880,220 (100%)

The Office of Business Diversity recommended a 15.90% contract specific MWBE goal for this solicitation. CTJ Maintenance, Inc., will be exceeding the goal as a MWBE Prime and self-performing the scope of the services.

FINANCIAL IMPACT

CTJ Maintenance, Inc., presented the overall best value for the City’s janitorial services in the estimated amount of \$880,220. The projected financial impact is as follows:

<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
\$733,517	\$146,703	\$0

Funds are budgeted in Custodial Account No. CC370104-SC0533 and subject to FY2025 budget approval.

ADDITIONAL INFORMATION

Attached:	None
Under separate cover:	None
Available in the Purchasing Division:	Bid File
Form 1295:	Requested
MWBE:	HI

STAFF CONTACT(S)

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