



# Staff Report

## Annual Requirements Contract for Janitorial Services for Arlington Library Facilities, Project 23-0153

City Council Meeting Date: 10-24-2023 | Document Being Considered: Minute Order

### **RECOMMENDATION**

Authorize the City Manager or his designee to execute an annual requirements contract for janitorial services for Arlington Library facilities with CTJ Maintenance, Inc., of Irving, Texas, in the estimated amount of \$420,264. CTJ Maintenance, Inc., is a MWBE firm.

### **PRIOR BOARD OR COUNCIL ACTION**

None.

### **ANALYSIS**

This annual requirements contract is for janitorial services for all 6 Arlington Library facilities. Cleaning services will be provided 5 – 7 days per week based on location, and will include the cleaning of break rooms, restrooms, furniture, floors, and staff offices. Per the terms of the contract, all cleaning will be done during the day utilizing day porters. The cleaning of the facilities will occur multiple times a day to account for issues.

An evaluation team comprised of City staff from multiple City departments such as Library, 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:

<b>VENDOR</b>	<b>MWBE Status</b>
CTJ Maintenance, Inc. Irving, Texas	HI
Oriental Maintenance, Inc. Dallas, Texas	AS
Kleen-Tech Services, LLC Denver, Colorado	N/A
Andrews Building Service, Inc. Dallas, Texas	AS
LGC Global Energy FM, LLC Dallas, Texas	N/A
Global Building Maintenance, Inc. Dallas, Texas	AS
UBM Enterprise, Inc. Dallas, Texas	AS
Ambassador Services LLC Houston, Texas	HI
Curbelo Enterprises LLC Godley, Texas	N/A
Love Global Enterprises, LLC Mansfield, Texas	BL
Del Sol Group, LLC Austin, Texas	HI
CML Contractors Midlothian, Texas	HI

JDM Janitorial, Inc. Haltom City, Texas	BL
Entrust One Facility Services, Inc. Dallas, Texas	HI
Festac Building Constructors, Inc. Dallas, Texas	BL
Simple Custodial Services, LLC Plano, Texas	N/A
AHI Facility Services, Inc. Dallas, Texas	WO
Jani-King of Dallas Addison, Texas	WO
Pritchard Industries Southwest, LLC Fort Worth, Texas	N/A
EcoBrite Services, LLC Lehi, Utah	HI
Members Building Maintenance, LLC Dallas, Texas	AS
Isco Contractors, LLC Plano, Texas	HI
Misha Lyn Harris Consulting Frisco, Texas	HI
DPTV Tango, LLC Rowlett, TX	BL

After the initial round of scoring, the City invited the top two vendors CTJ Maintenance, Inc., and Oriental Maintenance, 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
<b>CTJ Maintenance, Inc.</b>	<b>HI</b>	<b>84.56</b>	<b>62.4</b>	<b>146.96</b>
Oriental Maintenance, Inc.	AS	85.11	41.8	126.91

Proposals closed:	May 25, 2023, at 2:00 p.m.
Vendors notified through IonWave:	673
MWBE Vendors Notified through IonWave:	222
Vendors responding to bid request:	24
MWBE Vendors responding to bid request:	19
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

<b>Name of Prime Vendor</b>	<b>CTJ Maintenance, Inc.</b>
Total Contract Value	\$420,264
Prime Vendor's M/WBE Status	HI
Dollar Amount of Prime Vendor's Self-Performance	\$420,264
Percentage Amount of Prime Vendor's Self-Performance	100%
<b>Total MWBE Participation</b>	<b>\$420,264 (100%)</b>

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 \$420,264. The projected financial impact is as follows:

<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
\$350,220	\$70,044	\$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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