



# Staff Report

## Annual Requirements Contract for Janitorial Services for Parks and Recreation Facilities, Project 23-0169

City Council Meeting Date: 02-13-2024 | Action Being Considered: Minute Order

### **RECOMMENDATION**

Authorize the City Manager or his designee to execute an annual requirements contract for janitorial services for Parks and Recreation facilities with Unica Enterprises, LLC, of Dallas, Texas, in the estimated amount of \$545,004. Unica Enterprises, LLC, is a MWBE firm.

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

On September 26, 2023, the City Council approved Resolution No. 23-266, adopting an updated Procurement Policy that authorizes the City Manager or his designee the authority to approve the use of the Request for Proposal (RFP) method for procurement contracts with estimated expenditures under \$1,000,000.

### **ANALYSIS**

This contract is for janitorial services for all 9 Parks and Recreation facilities. Cleaning services will be provided 7 days per week (minus some holidays) based on location, and will include the cleaning of break rooms, restrooms, furniture, floors, and private offices. The facilities included under this contract are:

Parks and Recreation Facilities	
Elzie Odom Athletic Center	Arlington Tennis Center
Meadowbrook Recreation Center	Kathryn Wilemon Lake House Event Center
East Library and Recreation Center	Bob Duncan Center
The Beacon Recreation Center	Cliff Nelson Recreation Center
Dottie Lynn Recreation Center	

Proposals closed:	July 6, 2023 at 2:00 p.m.
Vendors notified through IonWave:	575
MWBE Vendors Notified through IonWave:	189
Vendors responding to bid request:	15
MWBE Vendors responding to bid request:	11
Original contract term:	One year/two, one-year renewal options
Current term:	February 1, 2024 – January 31, 2025
MWBE:	Yes - HI
Procurement Method:	Request for Proposals

Vendor	MWBE	Operational Plan (50 points)	Experience/ Qualification (30 points)	Price (20 points)	Score
Unica Enterprises, LLC	HI	43.60	22.80	14.40	80.80
Ambassador Services, LLC	HI	36.20	24.20	12.80	73.20
UBM Enterprise, Inc.	AS	39.00	21.60	11.40	72.00
Technologies Link Business and Services Corporation	No	39.80	21.00	10.80	71.60

Global Building Maintenance	AS	34.00	22.80	13.40	70.20
Oriental Building Services, Inc.	AS	31.80	24.80	12.20	68.80
Blessed3G, LLC	No	38.80	16.00	13.80	68.60
Barreau Grows, LLC	WO	38.20	13.40	9.60	61.20
Curbelo Enterprises, LLC	HI	36.20	10.80	13.20	60.20
AHI Facility Services, Inc.	WO	18.20	24.00	8.60	50.80
Members Building Maintenance	AS	8.60	25.60	7.00	41.20
Simple Custodial Services	No	16.20	12.00	4.40	32.60
Vericlean Services Corporation	HI	8.20	13.80	4.60	26.60
Trash Skooters	BL	.40	5.20	9.80	15.40

HI = Hispanic, BL = Black, AS = Asian, WO = Women Owned

<b>Name of Prime Vendor</b>	<b>Unica Enterprises, LLC</b>
Total Contract Value	\$545,004
Prime Vendor's M/WBE Status	HI
Dollar Amount of Prime Vendor's Self-Performance	\$545,004
Percentage Amount of Prime Vendor's Self-Performance	100%
<b>Total MWBE Participation</b>	<b>\$545,004 (100%)</b>

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

**FINANCIAL IMPACT**

The bid was awarded based on proposals relative to overall score of price, operational planning and experience, in addition to meet the needs of the department to ensure that critical work of maintaining city properties is completed on time.

The contract term is for one-year and will be reviewed annually to determine subsequent renewal terms. The projected financial impact for this contract term is as follows:

<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>
\$363,336	\$181,668	\$0

Funds are budgeted in Parks Department Special Services Account No. CC502704-SC0533 and are subject to FY 2025 budget approval.

**ADDITIONAL INFORMATION**

Attached:	None
Under separate cover:	None
Available in the Purchasing office:	Bid file
Form 1295:	Requested
MWBE:	Yes - HI

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