

VILLAGE OF ROYAL PALM BEACH

Agenda Item Summary

AGENDA ITEM:

Approval and authorization for the Village Manager to enter into a contract with Clean Space, Inc. for Custodial Services for the new Village Hall in an amount not to exceed \$5,238.21 per month and \$57,620.31 per year for the initial term and to eliminate an open Custodian position in the Public Works Department.

ISSUE:

Staff issued a Request for Proposals (RFP) from qualified companies for Village Hall Custodial Services on August 19, 2023. The Village received and opened the proposals on September 11, 2023 and the proposals were reviewed, scored and ranked by the Selection Committee on September 20, 2023. The scoring resulted in a tie. The Selection Committee requested that the top three (3) ranked proposers - **AK Building Services, Inc., Clean Space, Inc., and Image Janitorial Services, Inc.** provide oral presentations which were set for October 3, 2023.

Following the oral presentations, the Selection Committee again convened on October 3, 2023 to score and rank the top three (3) ranked proposals. The Selection Committee members individually reviewed proposals and scored each based on the original submitted proposals and the additional information provided during the oral presentations. Scores were recorded on the "Score Summary Sheet (Exhibit A)" at the meeting. The firm with the lowest "Committee Ranking Score" was **Clean Space, Inc.** and the scoring was unanimous. Therefore, the Selection Committee is recommending **Clean Space, Inc.** for Council approval.

Funding for this Agreement is requested to be from the Public Works operating budget, 001-4100-541.34-90. This Public Works Department has an open Custodian position in the FY24 budget that is budgeted at \$79,590.00. We are requesting that the open Custodian position be eliminated and this Agreement be funded in the FY 24 budget. This Agreement will commence on November 1, 2023 and end on September 30, 2024. The Agreement includes the option for renewal of four (4) additional 1-year terms at the same monthly price and conditions of the original contract upon written agreement of both parties. The annual cost for renewal terms is \$62,858.50. Additionally, during their presentation Clean Space, Inc. offered the

services of a Porter for special events at Village Hall for a cost of \$20.00 per hour. The following items are attached: Fee Proposal Tabulation.

RECOMMENDED ACTION:

Staff recommends a motion to approve.

Initiator:	Approval:	Agenda Date:	Village Council Action:
Public Works Director		October 19, 2023	

Village Hall Custodial Services RFP
Fiscal Year 2023-2024
Bid Tabulation

				AK Building Services, Inc.		Clean Space, Inc.		Image Janitorial Services, Inc.		Batallan Enterprises Inc. dba Property Works		Zaharaly Cleaners, Inc.	
1.01	OFFICE/CONFERENCE RMS	Empty waste receptacles and replace liner (Village provided)	Daily	2.95	65.78	6.22	134.69	4.62	100.00	75.00	200.00	7.00	140.00
1.02	OFFICE/CONFERENCE RMS	Empty recycle bins	Daily	2.95	65.78	6.22	134.69	4.62	100.00	75.00	200.00	7.00	140.00
1.03	OFFICE/CONFERENCE RMS	Hand dust/wipe down office furniture, counters, telephones, equipment, picture frames, cabinets, etc	Daily	2.95	65.78	6.22	134.69	6.92	150.00	125.00	200.00	60.00	60.00
1.04	OFFICE/CONFERENCE RMS	Vacuum carpet (Moving all light furniture)	Daily	2.95	65.78	6.22	134.69	6.92	150.00	92.50	200.00	7.00	140.00
1.05	OFFICE/CONFERENCE RMS	Clean countertops and sinks at coffee station	Daily	2.95	65.78	6.22	134.69	6.92	150.00	42.90	200.00	100.00	400.00
1.06	OFFICE/CONFERENCE RMS	Clean windows and doors (Interior)	Weekly	3.22	71.76	7.60	32.94	92.31	400.00	375.00	325.00	50.00	200.00
1.07	OFFICE/CONFERENCE RMS	Clean window sills and jambs (Interior)	Weekly	3.22	71.76	7.60	32.94	92.31	400.00	375.00	325.00	150.00	150.00
1.08	OFFICE/CONFERENCE RMS	Clean/Dust A/C vents	Monthly	1.97	43.86	7.60	32.94	6.92	150.00	450.00	350.00	204.00	68.00
1.09	OFFICE/CONFERENCE RMS	Clean window coverings (if installed)	Quarterly	2.95	65.78	7.60	32.94	50.00	200.00	375.00	417.88		
2.01	LOBBY	Remove trash	Daily	2.95	65.78	6.22	134.69	6.92	150.00	75.00	200.00	7.00	140.00
2.02	LOBBY	Empty recycle bins	Daily	2.95	65.78	6.22	134.69	6.92	150.00	75.00	200.00	7.00	140.00
2.03	LOBBY	Sweep floor	Daily	2.95	65.78	6.22	134.69	6.92	150.00	125.00	200.00	7.00	140.00
2.04	LOBBY	Clean tile floor with walk behind scrubber*	Daily	2.95	65.78	6.22	134.69	9.23	200.00	625.00	200.00	20.00	400.00
2.05	LOBBY	Vacuum entry mats	Daily	2.95	65.78	6.22	134.69	2.31	50.00	75.00	200.00	7.00	140.00
2.06	LOBBY	Clean windows and doors (Interior)	Weekly	3.22	71.76	7.60	32.94	18.46	80.00	375.00	325.00	75.00	300.00
2.07	LOBBY	Clean window sills and jambs (Interior)	Weekly	1.97	43.86	7.60	32.94	18.46	80.00	375.00	325.00	50.00	200.00
2.08	LOBBY	Clean wall tile with manufacturer's recommended product	Monthly	1.97	43.86	7.60	32.94	100.00	100.00	375.00	350.00	100.00	100.00
2.09	LOBBY	Clean/Dust A/C vents	Monthly	2.95	65.78	7.60	32.94	100.00	100.00	450.00	417.88		
3.01	RESTROOM	Clean toilets, urinals and sinks	Daily	2.95	65.78	6.22	134.69	6.92	150.00	479.62	609.15	7.00	140.00
3.02	RESTROOM	Sweep floor	Daily	2.95	65.78	6.22	134.69	4.62	100.00	565.29	609.15	7.00	140.00
3.03	RESTROOM	Empty sanitary napkin baskets/Diaper bins	Daily	2.95	65.78	6.22	134.69	6.92	150.00	125.00	609.15	7.00	140.00
3.04	RESTROOM	Mop floor	Daily	2.95	65.78	6.22	134.69	4.62	100.00	260.25	609.15	7.00	140.00
3.05	RESTROOM	Clean tile floor with walk behind scrubber* in accessible areas	Daily	2.95	65.78	6.22	134.69	11.18	242.21	625.00	609.15	30.00	600.00
3.06	RESTROOM	Clean countertops	Daily	2.95	65.78	6.22	134.69	3.69	80.00	160.75	609.15	7.00	140.00
3.07	RESTROOM	Clean bathroom stall doors	Daily	2.95	65.78	6.22	134.69	2.31	50.00	275.00	609.15	7.00	140.00
3.08	RESTROOM	Clean entry doors	Daily	2.95	65.78	6.22	134.69	3.69	80.00	75.00	609.15	7.00	140.00
3.09	RESTROOM	Clean/Dust A/C vents	Monthly	1.97	43.86	7.60	32.94	50.00	50.00	450.00	459.00	50.00	50.00
3.10	RESTROOM	Check/Replace toilet paper (Village Provided)	Daily	2.95	65.78	6.22	134.69	4.62	100.00	75.00	609.15	7.00	140.00
3.11	RESTROOM	Check/Replace hand towels (Village Provided)	Daily	2.95	65.78	6.22	134.69	4.62	100.00	75.00	609.15	7.00	140.00
3.12	RESTROOM	Check/Fill soap dispensers and hand sanitizers (Village Provided)	Daily	2.95	65.78	6.22	134.69	4.62	100.00	75.00	609.15	7.00	140.00
3.13	RESTROOM	Clean mirrors	Weekly	3.22	71.76	7.60	32.94	11.54	50.00	225.00	450.00	25.00	100.00
3.14	RESTROOM	Dust/clean vanity lights	Weekly	3.22	71.76	7.60	32.94	11.54	50.00	215.65	450.00	25.00	100.00
4.01	COMMON	Clean water fountains	Daily	2.95	65.78	6.22	134.69	2.31	50.00	75.00	147.39	7.00	140.00
4.02	COMMON	Sweep and mop tile floors	Daily	2.95	65.78	6.22	134.69	4.62	100.00	425.00	147.39	7.00	140.00
4.03	COMMON	Vacuum carpets	Daily	2.95	65.78	6.22	134.69	3.69	80.00	600.00	147.39	30.00	600.00
4.04	COMMON	Clean countertops and sinks at coffee station	Daily	2.95	65.78	6.22	134.69	3.69	80.00	325.00	147.39	7.00	140.00
4.05	COMMON	Clean/Dust A/C vents	Monthly	1.97	43.86	7.60	32.94	50.00	50.00	450.00	417.90	60.00	60.00
5.01	KITCHEN/BREAKROOM	Remove trash	Daily	2.95	65.78	6.22	134.69	4.62	100.00	75.00	134.50	7.00	140.00
5.02	KITCHEN/BREAKROOM	Sweep floors	Daily	2.95	65.78	6.22	134.69	3.69	80.00	120.00	146.20	7.00	140.00
5.03	KITCHEN/BREAKROOM	Mop floors	Daily	2.95	65.78	6.22	134.69	2.31	50.00	145.00	146.20	7.00	140.00
5.04	KITCHEN/BREAKROOM	Clean countertops, sinks and tables	Daily	2.95	65.78	6.22	134.69	2.31	50.00	79.25	146.20	7.00	140.00
5.05	KITCHEN/BREAKROOM	Clean windows and doors (Interior)	Daily	2.95	65.78	6.22	134.69	3.69	80.00	325.00	146.20	7.00	140.00
5.06	KITCHEN/BREAKROOM	Clean window sills and jambs (Interior)	Daily	2.95	65.78	6.22	134.69	3.69	80.00	325.00	146.20	7.00	140.00
5.07	KITCHEN/BREAKROOM	Wipe down and clean exterior of appliances and interior of Microwave /Oven door	Weekly	3.22	71.76	7.60	32.94	18.46	80.00	175.00	134.50	40.00	160.00
5.08	KITCHEN/BREAKROOM	Clean/Dust A/C vents	Monthly	1.97	43.86	7.60	32.94	50.00	50.00	375.00	322.35	30.00	30.00
5.09	KITCHEN/BREAKROOM	Clean tile floor with walk behind scrubber*	Monthly	1.97	43.86	7.60	32.94	150.00	150.00	552.20	450.00	30.00	30.00

5.10	KITCHEN/BREAKROOM	Clean window coverings	Quarterly	2.95	65.78	7.60	32.94	18.46	80.00	375.00	625.00	105.00	35.00
5.11	KITCHEN/BREAKROOM	Clean windows and jambs (Exterior)	Quarterly	2.95	65.78	7.60	32.94	23.08	100.00	375.00	625.00	105.00	35.00
6.01	STAIRWELLS	Remove trash	Daily	2.95	65.78	6.22	134.69	2.31	50.00	75.00	70.70	7.00	140.00
6.02	STAIRWELLS	Sweep floors	Daily	2.95	65.78	6.22	134.69	2.31	50.00	92.50	70.70	7.00	140.00
6.03	STAIRWELLS	Mop floors	Monthly	1.97	43.86	7.60	32.94	50.00	50.00	235.55	158.60	40.00	40.00
6.04	STAIRWELLS	Clean doors (Interior)	Weekly	3.22	71.76	7.60	32.94	11.54	50.00	375.00	189.55	15.00	60.00
6.05	STAIRWELLS	Clean windows (Interior)	Weekly	3.22	71.76	7.60	32.94	11.54	50.00	375.00	517.90		
7.01	COUNCIL CHAMBERS	Sweep and mop hard surfaces	Daily	2.95	65.78	6.22	134.69	3.69	80.00	126.50	200.00		
7.02	COUNCIL CHAMBERS	Vacuum carpet (Moving all light furniture)	Daily	2.85	63.66	6.22	134.69	3.69	80.00	65.90	200.00		
7.03	COUNCIL CHAMBERS	Hand dust/wipe down office furniture, counters, dais, telephones, equipment, picture frames, cabinets, etc	Daily	2.85	63.66	6.22	134.69	3.69	80.00	95.50	200.00		
7.04	COUNCIL CHAMBERS	Empty waste receptacles and replace liner (Village provided)	Daily	2.85	63.66	6.22	134.69	3.69	80.00	75.00	200.00		
7.05	COUNCIL CHAMBERS	Empty recycle bins	Daily	2.85	63.66	6.22	134.69	2.31	50.00	75.00	200.00		
7.06	COUNCIL CHAMBERS	Clean windows and doors (Interior)	Weekly	3.22	71.76	7.60	32.94	18.46	80.00	375.00	320.50		
7.07	COUNCIL CHAMBERS	Clean window sills and jambs (Interior)	Weekly	3.22	71.76	7.60	32.94	18.46	80.00	350.00	320.50		
7.08	COUNCIL CHAMBERS	Wipe & dust walls, front of dais, and hand rails	Weekly	3.22	71.76	7.60	32.94	11.54	50.00	525.65	359.00		
7.09	COUNCIL CHAMBERS	Clean/Dust A/C vents	Monthly	1.97	43.86	7.60	32.94	50.00	50.00	450.00	216.65		

Total Monthly Bid Proposal:	\$3,938.47	\$5,238.21	\$6,402.21	\$20,149.02	\$7,698.00
Total Annual Bid Proposal:	\$47,261.66	\$62,858.50	\$76,826.52	\$241,788.26	\$92,376.00

Acknowledgements:					
Addendum 1	Yes	Yes	Yes	Yes	Yes
Addendum 2	Yes	Yes	Yes	Yes	Yes

- Notes:
1. Zaharaly Cleaners, Inc. Acknowledge Addendum 1&2, but used the previous Bid Form.
 2. The Selection Committee met on September 20th @ 9:30 am to Score & Rank the proposals.
The scoring resulted in a tie. The committee decided to have oral presentations from the top three (3) ranked Proposals with the highest “Committee Ranking Score” were AK Building Services, Inc.; Clean Space, Inc.; and, Image Janitorial Services, Inc.
 3. The Selection Committee met to score and rank the top three (3) ranked proposals following their presentations. The firm with the lowest “Committee Ranking Score” was Clean Space, Inc. and the scoring was unanimous.
 4. The committee will recommend Clean Space, Inc. for Council approval at it's October 19, 2023 council meeting.