

Summary Meeting Minutes

INITIAL EVALUATION MEETING

RFP No. BLD2121632P1 Janitorial Services-County Facilities

Date: December 2, 2021 Time: 2:00 P.M.

Location: Virtual and In Person Meeting (Microsoft Teams and Room 430)

Attendees:

Evaluation Committee (EC) Members:

- Carolyn Messersmith, Purchasing Manager, Purchasing Division, Finance and Administrative Services Department **(Chair and Non-Voting Member)**
- Craig Schuler, Business Manager, Facilities Management Division, Public Works Department
- Jill Sears, Assistant Director, Libraries Division
- Jonathan Allen, Enterprise Director of Business Operations, Water & Wastewater Services Division, Public Works Department
- Arethia Douglas, Assistant General Manager, Capital Programs Division, Broward County Department of Transportation
- Carl Joseph, Facilities Maintenance Superintendent, Human Services Department

County Staff:

- Angie Salinas, Project Manager, Facilities Management Division
- Candace Jensen, Facilities Management Division
- Mary Moss, Purchasing Division
- Constance Mangan - Purchasing Division
- Michelle Lemire - Purchasing Division
- Sean O'Donnell - Purchasing Division (screen share/record)
- Fernando A. - County Attorney's Office
- Matthew Haber – County Attorney's Office
- Lori Fortenberry - Finance and Administrative Services Department
- Colleen Pounall - Risk Management Division
- Oswaldo Casco - Office of Economic and Small Business Development

The meeting was called to order at 2:01 p.m. and announcements were made by the Chair.

The Chair made an announcement that due to necessary precautions related to the recent COVID-19 virus outbreak, the meeting is not open to physical attendance by Vendors, members of the public, the media, or general County staff. Only members of the Evaluation Committee and County employees required to attend the meeting at the direction of the Purchasing Division were physically present at the meeting. Vendors participated through online meeting conference, which was accessed by phone or computer. Members of the public, the media, and general County staff had public access to the meeting through the online meeting conference.

The Purchasing Division representative introduced County Staff, made some introductory comments about the solicitation, and noted that the meeting had been publicly noticed.

The Chair stated that a quorum was present.

The Chair stated the responsibility of the Evaluation Committee and the purpose of the Initial Evaluation Committee Meeting.

The Chair stated that all firms that are determined to be both responsive and responsible to the RFP requirements and shortlisted will proceed to the Final Evaluation scoring and ranking.

The Chair stated that attendance would be recorded in two ways:

1. if logging in by computer, send chat message of name, company, and title.
2. Attendance by phone only – send e-mail to the assigned Purchasing Agent (with subject: EC Meeting Attendance)

The Purchasing Agent recorded physical attendance in Room 430.

The Chair stated that the Cone of Silence for this project has been in effect since March 9, 2021 for County Staff and upon the first meeting of the Evaluation Committee for County Commissioners and their staff; and all inquiries should be directed to the Project Manager, Angie Salinas, or the Director of Purchasing.

The Chair stated that in accordance with Broward County Procurement Code all Committee Members shall be free of conflicts of interest.

The Chair then called on the Purchasing Division to report on the Purchasing Division's findings about responsiveness and responsibility of the firms (*Refer to audio for full Purchasing report*).

- The Purchasing representative stated the responsiveness requirements and that twenty-one (21) firms were recommended to be evaluated as responsive to all responsiveness requirements. Two firms, Legally Clean, LLC and Oracle Consulting Group, LLC were recommended to be evaluated as non-responsive to the responsiveness requirement of the submission of completed price sheets electronically submitted through PeriscopeS2G by the date and time specified in the solicitation.
- The Purchasing representative stated the responsibility requirements and that twenty-one (21) firms had responded to the responsibility requirements. Two firms, Lexi Cleaning Services, LLC and Island Cleaning CC LLC did comply with all the responsibility requirements as required by the solicitation and the information presented was for the consideration of the Evaluation Committee.
- The Purchasing representative stated that all twenty-three (23) firms excepted Broward County's Standard Terms and Conditions and/or waived exceptions.

The Chair gave the definition of responsiveness and asked if there was any discussion or question from the Evaluation Committee regarding determination of responsiveness of the firms.

There was one question from a committee member.

The Chair asked for a motion with respect of non-responsiveness. Motion was made by the committee to find Legally Clean, LLC and Oracle Consulting Group, LLC as non-responsive to all the responsiveness requirements of the RFP, motion was seconded and all other EC members signified same by saying aye, and motion passed unanimously.

The Chair asked for a motion with respect of responsiveness. Motion was made by the committee to find 1 Lee Support Services Inc., ALJ Services LLC, Amer-Plus Janitorial Maintenance LLC, Ann's Janitorial Services, Inc., Chi-Ada Corporation, Clean Freek's Janitorial Services, LLC., Comet Cleaning Systems Inc., Dammel Cleaning Enterprise, Inc., DBA Palm Beach & Broward Building, I&G Cleaning Incorporated, Island Cleaning CC LLC, Janitorial 5 Star Services LLC, Job Done Cleaning Services and Supplies, Inc., L&B Janitorial Services, Inc., Lexi Cleaning Services, LLC, M&M Global Multi Services, Inc., MCJ Professional Cleaning Services, Corp., McKenzie's Cleaning Inc., Selek Engineering Consultants and Associates Corporation, Sunshine Cleaning Systems, Inc., Triangle Services of Florida, Inc., and U-4 Global Enterprise Inc as responsive to all the responsiveness requirements of the RFP, motion was seconded and all other EC members signified same by saying aye, and motion passed unanimously.

The Chair gave the definition of responsibility and asked if there was any discussion or question from the Evaluation Committee regarding determination of responsibility of the firms?

There was no discussion. The Chair asked for a motion with respect of responsibility. Motion was made by the committee to find 1 Lee Support Services Inc., ALJ Services LLC, Amer-Plus Janitorial Maintenance LLC, Ann's Janitorial Services, Inc., Chi-Ada Corporation, Clean Freek's Janitorial Services, LLC., Comet Cleaning Systems Inc., Dammel Cleaning Enterprise, Inc., DBA Palm Beach & Broward Building, I&G Cleaning Incorporated, Janitorial 5 Star Services LLC, Job Done Cleaning Services and Supplies, Inc., L&B Janitorial Services, Inc, Legally Clean Inc., M&M Global Multi Services, Inc., MCJ Professional Cleaning Services, Corp., McKenzie's Cleaning Inc., Oracle Consulting Groups, LLC, Selek Engineering Consultants and Associates Corporation, Sunshine Cleaning Systems, Inc., Triangle Services of Florida, Inc., and U-4 Global Enterprise Inc as responsible to all the responsibility requirements of the RFP, motion was seconded and all other EC members signified same by saying aye, and motion passed unanimously.

The Chair asked for a motion to accept 1 Lee Support Services Inc., ALJ Services LLC, Amer-Plus Janitorial Maintenance LLC, Ann's Janitorial Services, Inc., Chi-Ada Corporation, Clean Freek's Janitorial Services, LLC., Comet Cleaning Systems Inc., Dammel Cleaning Enterprise, Inc., DBA Palm Beach & Broward Building, I&G Cleaning Incorporated, Janitorial 5 Star Services LLC, Job Done Cleaning Services and Supplies, Inc., L&B Janitorial Services, Inc, M&M Global Multi Services, Inc., MCJ Professional Cleaning Services, Corp., McKenzie's Cleaning Inc., Selek Engineering Consultants and Associates Corporation, Sunshine Cleaning Systems, Inc., Triangle Services of Florida, Inc., and U-4 Global Enterprise Inc to proceed to final evaluation, scoring, and ranking. Motion was seconded and all other EC members signified same by saying aye, and motion passed unanimously.

The Chair announced that the Final Evaluation Meeting would be held on Tuesday, January 4 and Wednesday, January 5, 2022, at 9:00 a.m. The Chair stated that the Evaluation Committee members will be in physical attendance in Room 430 of the Governmental Center and Vendors' attendance will only be virtually.

The Chair asked the EC Members if there were any questions to have included or specifically addressed in the presentations. The EC requested the following to be addressed:

- 1) Describe your firm's COVID protocols. Include any additional licenses your firm possesses related to COVID.
- 2) Describe your firm's experience with green cleaning (LEED) and give examples of green cleaning products utilized.
- 3) Describe your firm's project approach regarding minimum work tasks for the 24/7 facilities.
- 4) List equipment and projects, past or present, with comparable complexity to Broward County buildings.

The Chair announced that the length of vendor presentations will be established by the Evaluation Committee.

The Chair asked for the desired length of vendor presentations. The Evaluation Committee Members discussed the appropriate length of vendor presentations. After the discussion, the Chair asked for a motion to set the length of presentations. Motion was made to set the length of presentation to 15 minutes. Motion was second, all other EC members signified same by saying aye, and motion passed unanimously.

The Chair asked Purchasing Division staff select the Order of Presentations for the Final Evaluation Committee by using a random list generator, which was viewed on shared screen. The order of vendor presentations results was announced as follows:

1. Ann's Janitorial Services, Inc.
2. Triangle Services of Florida, Inc.
3. Chi-Ada Corporation
4. ALJ Services LLC
5. Sunshine Cleaning Systems, Inc.
6. L&B Janitorial Services, Inc.
7. U-4 Global Enterprise Inc
8. I&G Cleaning Incorporated
9. Amer-Plus Janitorial Maintenance LLC
10. Clean Freek's Janitorial Services, LLC
11. Job Done Cleaning Services and Supplies, Inc.
12. McKenzie's Cleaning Inc.
13. Selek Engineering Consultants and Associates Corporation
14. Janitorial 5 Star Services LLC
15. Dammel Cleaning Enterprise, Inc., DBA Palm Beach & Broward Building
16. 1 Lee Support Services Inc.
17. M&M Global Multi Services, Inc.
18. MCJ Professional Cleaning Services, Corp.
19. Comet Cleaning Systems Inc.

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The Chair asked if there was any other business, seeing none, the Chair adjourned the meeting at 2:43 p.m.