

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 5/24/2022

Report Date: 05/17/2022

Report No: 5.

Submitted By: Barbara Pyeatt

Subject: Consider, and act upon, the award of RFP 2204-008 Custodial Services to Quality Janitorial.
(*Evelyn Huff, Finance Director*)

Fiscal Impact: \$117,780.00
Amount Budgeted: \$127,780.00
Fund: Various City Funds

Additional Fiscal Impact:

Recommendation: Approve the award and authorize staff to proceed with the service agreement.

Background: RFP 2022-008 scope of work is to provide various departments in the City custodial services. The RFP was advertised on April 17, 2022 in the Alamogordo Daily News. Five proposals were received before the deadline of May 10, 2022, 3:00 PM. Four were deemed responsive and one was deemed nonresponsive. Quality Janitorial, SMI Facility Services, Eiland Cleaning LLC and Tresco. The four responsive proposals were individually evaluated by a panel of five. The contract is estimated to commence on June 17, 2022 and will extend to June 16, 2023. Three additional years are available upon agreement from both parties.

Copies of the responsive RFP's are available at the Clerks Office

CITY OF ALAMOGORDO
 COMPOSITE SCORE SHEET
 RFP 2022-008 Custodial SERVICES
 5/10/2022 15:00

Factor	Available Points per Vendor	5 Committee Members	Quality Janitorial	SMI Facility	Eiland Clean LLC	Tresco
1	125	Firm and personnel's experience in providing similar information and services relative to the requirements described in Attachment #1	112	114	111	50
2	100	Firm's capacity and capability to provide the information and services in a timely manner	90	76	88	44
3	50	Firms past performance on similar project assignments. As part of their response, firms must provide a list of four references with names and phone numbers	46	33	35	20
4	50	Firm should describe their approach to providing and managing the anticipated services	44	48	37	19
5	50	The key personnel who will be assigned to the project should be identified and summarize their experience.	42	32	42	22
6	125	Pricing	103.35	125	73.3	96.75
7	Based on Percentages	Preferences: Resident Veterans, NM Business and Local Business	21.8675	21.4	38.63	12.5875
		Accumulated Score	459	449	425	264