

AGENDA REPORT

CITY OF ALAMOGORDO

CITY COMMISSION

Meeting Date: 9/26/2023

Report Date: 09/12/2023

Report No: 3.

Submitted By: Barbara Pyeatt

Subject: Consider, and act upon, the award of RFP 2023-004 Custodial Services to SMI Facility Services.
(*Evelyn Huff, Finance Director*)

Fiscal Impact: 104,474.45

Amount Budgeted: \$0.00

Fund: Various City Funds

Additional Fiscal Impact:

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

Background: RFP 2023-004 scope of work is to provide various departments in the City with custodial services. The RFP was advertised on July 30, 2023, in the Alamogordo Daily News. Three proposals were received before the deadline of August 30, 2023, at 3:00 PM. All proposals were deemed to be responsive. SMI Facility Services, Quality Janitorial, and GLO PRO, LLC. Proposals were evaluated by a panel of five. This is a one year contract with the option to extend for three additional years.

CITY OF ALAMOGORDO
 COMPOSITE SCORE SHEET
 RFP 2023-004 Custodial SERVICES
 8/30/2023 15:00

Factor	Available Points per Vendor	5 Committee Members	SMI Facility	Quality Janitorial	Glo Pro Janitorial Services
1	125	Firm and personnel's experience in providing similar information and services relative to the requirements described in Attachment #1	119	97	83
2	100	Firm's capacity and capability to provide the information and services in a timely manner	89	74	56
3	50	Firm's past performance on similar project assignments. As part of their response, firms must provide a list of four references with names and phone numbers	47	35	35
4	50	Firm should describe their approach to providing and managing the anticipated services	45	36	27
5	50	The key personnel who will be assigned to the project should be identified and summarize their experience.	43	34	29
6	125	Pricing	125	80	90
7	Based on Percentages	Preferences: Resident Veterans, NM Business and Local Business	0	28	0
		Accumulated Score	468	384	320