

2nd ADVISORY COMMITTEE MEETING MINUTES
RFP16-0037
for
Orlando Venues Janitorial Services
Wednesday, May 18, 2016
IOA Conference Room, Amway Center
2:00 PM

2nd Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP16-0037.

COMMITTEE MEMBERS PRESENT:

Charles Leone, Orlando Venues
Clyde Boutte, Orlando Venues
John Sparks, Orlando Venues
Craig Borkon, Orlando Venues
Michelle Jenkinson, Orlando Magic

TECHNICAL ADVISORS PRESENT:

Allen Johnson, Orlando Venues
Eric Stauffer, Orlando Venues
Keri Byrum, Orlando Venues
Shannon Clark, Florida Citrus Sports

TECHNICAL ADVISORS ABSENT:

Shannon Fitzgerald, Orlando Venues

OTHERS (CITY STAFF) PRESENT:

Karen Elzy, Procurement and Contracts Division
Cindy Jordan, Procurement and Contracts Division
Dawn Chin Shue, Minority/Women Business Enterprise
Olabisi Slade Cox, Orlando Venues

PUBLIC PRESENT:

None

Actions/Discussion/Motions:

Cindy Jordan, Purchasing Agent, called the meeting to order at 2:10 p.m. and took the following actions:

- 1) Advised that the meeting was being recorded and asked that everyone to sign the sign-in sheet.
- 2) Indicated the date, time and purpose of the meeting and that it was posted by the City Clerk more than forty-eight (48) hours in advance.
- 3) Introduced herself and asked all in attendance to introduce themselves.
- 4) Advised the Committee that a quorum was established with all Committee members being present.

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- 5) Indicated that no public guests were present and that the Public Input Procedures are still in place.
- 6) Advised the Committee members that the proposals should be kept in a secure place at all times since they contain confidential and proprietary information.

A motion was made by Charles Leone, seconded by Clyde Boutte, to accept the minutes of the 1st Committee Advisory Meeting on May 11, 2016 as presented. Discussion ensued. Motion carried unanimously.

Dawn Chin Shue, M/WBE representative, gave the Committee a recap of M/WBE participation and explained the form and responses to the Committee. Attached is the MWBE Participation Summary. Discussion ensued.

Cindy Jordan reviewed the VBE participation in the proposals and clarified the VBE participation discussed at the meeting held on May 11, 2016. The proposal from Incognitus, LLC d/b/a Cleanevent did not submit a VBE participation plan in their Proposal and therefore should not receive points for VBE participation. The only firm qualifying for VBE participation is Pritchard Sports & Entertainment Group, Inc.

The Committee reviewed and discussed the Proposals. Clyde Boutte presented to the Committee a Price Comparison of all nine proposers. General discussion ensued.

A motion was made by Clyde Boutte, seconded by John Sparks, to short list the Proposals. No public were present. Discussion ensued. Motion carried unanimously.

After review and discussion, Cindy Jordan distributed the scoring sheets to each voting member to individually score and rank each proposal. The results were tabulated on a ranking form by Cindy Jordan. The ranking is as follows (ranking tally and scoring sheets are attached):

<u>Rank</u>	<u>Firm</u>
1	Pritchard Sports & Entertainment Group, Inc.
2	Owens, Renz & Lee Co., Inc. d/b/a Owens Facility Services
3	American Maintenance
4	ABM Onsite Services, Inc.
5	Service Management System, Inc.
6	LSE Connect, LLC
7	Incognitus, LLC dba Cleanevent
8	Jani-King Of Orlando
9	United Maintenance Co, Inc.

A motion was made by John Sparks, seconded by Clyde Boutte, to accept the ranking and evaluations of the proposals and short list the top four ranked Proposals for presentations:

- 1 Pritchard Sports & Entertainment Group, Inc.
- 2 Owens, Renz & Lee Co., Inc. d/b/a Owens Facility Services

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- 3 American Maintenance
- 4 ABM Onsite Services, Inc.

No public were present. Discussion ensued. Motion carried unanimously.

Cindy Jordan distributed to the Committee a Client Reference standard form. Discussion ensued. The Committee discussed the use of a third party Consultant to handle the client references. The Committee requested that Cindy Jordan receive and finalize the proposed questions for client references which will be submitted directly to her from each Committee member.

A motion was made by Charles Leone, seconded by Clyde Boutte for a third-party Consultant to perform the client reference checks with approval of the Chief Procurement Officer, or alternately assign Charles Leone to conduct client reference checks for each of the four short listed Proposers. No public were present. Discussion ensued. Motion passed unanimously.

Note: The Chief Procurement Officer stated that the third party consultant could not perform the Client reference checks since they were not present during the Committee meeting discussions.

The Committee requested that Cindy Jordan receive and finalize the proposed questions for client references to be submitted directly to her from each Committee member.

Allen Johnson mentioned that one of the four short listed firms had exceptions to the City's terms and conditions which need Legal input. Discussion ensued. Procurement would consult with our Legal department.

Cindy Jordan asked the Committee if D&B reports should be run (indicating that there is a cost of approximately \$108.15 each to the using agency.) Discussion ensued. A motion was made by Charles Leone, seconded by Clyde Boutte, to have Procurement run D&B reports for the four short listed firms which will be either evaluated by the Finance Accounting department or it will be assigned to Clyde Boutte. No public were present. Discussion ensued. Motion passed unanimously.

The Committee discussed scheduling presentations for the four (4) short listed firms. Discussion ensued. The decision was made by the Committee to have presentations on June 9, 2016 at the Amway Center, IOA meeting rooms. The Committee decided each short listed Proposer will have forty (40) minutes total, twenty (20) minutes for each proposer's presentations and twenty (20) minutes for a question and answer period from the Committee members in a general discussion. The Committee wants the Proposers to introduce their onsite management and M/WBE representatives to the committee during their presentation. A motion was made by John Sparks, seconded by Clyde Boutte to schedule presentations for the four short listed Proposers as discussed. No public were present. Discussion ensued. Motion carried unanimously.

Cindy Jordan will notify the short listed Proposers of their presentation date and time, instructions and topics for presentations.

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The next Committee Meeting and Presentations are scheduled for June 9, 2016, beginning at 10:00 a.m. in the Blue Conference Room and then the Red Conference Room (Founders Level, Amway Center), alternating between both rooms.

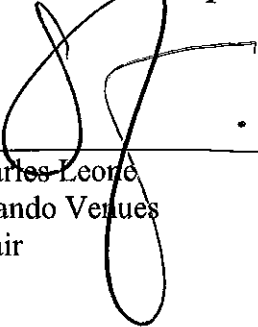
A motion was made by Charles Leone, seconded by Clyde Boutte, to adjourn the meeting. The meeting ended at 4:48 p.m.

These minutes are considered to be the official minutes of the RFP16-0037 Advisory Committee Meeting held on May 18, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:


Cindy Jordan
Procurement & Contracts Division
Assigned Procurement Representative

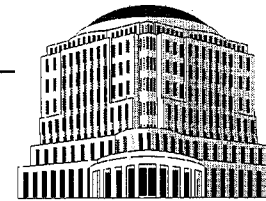
Reviewed and Accepted by:


Charles Leone
Orlando Venues
Chair

Attachment(s): Sign-in Sheets
 Client References
 Cost Analysis
 M/WBE Report
 Scoring Sheets

CITY OF ORLANDO

Procurement & Contracts Division 2nd Committee Meeting Sign-In Sheet



Date: 5/18/16	Time: 2:00 p.m.	Bid Number: RFP16-0037	Location: Amway Center, IOA Conference Room, 400 W. Church St, Orlando, FL
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Title: ORLANDO VENUES JANITORIAL SERVICES

COMPANY NAME & ADDRESS DEPARTMENT/DEAD	COMPANY REPRESENTATIVE (PLEASE PRINT, DEBRIE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	TAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Cindy Jordan, Purchasing Agent III (9)	Cynthia.Jordan@cityoforlando.net	(407) 246-2367	(407) 246-2869
City of Orlando, Orlando Venues	Charles Leone, Chair	Attended ✓ See Page 2		
MBE OFFICE CITY OF ORLANDO	DAWN CHIN SHUE Dawn Chin Shue			
City of Orlando, Venues	Eric Stauffer Eric Stauffer	eric.stauffer@ cityoforlando.net	407 440 7041	407 440 7001
City of Orlando	Olubisi S. Cox Olubisi S. Cox			

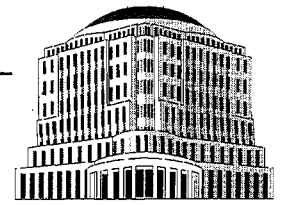
NOTE: DO NOT WRITE ON THE BACK OF THE FORM.

PROCUREMENT AND CONTRACTS DIVISION

CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net

CITY OF ORLANDO

Procurement & Contracts Division 2nd Committee Meeting Sign-In Sheet



Date: 5/18/16	Time: 2:00 p.m.	Bid Number: RFP16-0037	Location: Amway Center, IOA Conference Room, 400 W. Church St, Orlando, FL
Title: ORLANDO VENUES JANITORIAL SERVICES			

COMPANY NAME / ADDRESS (PRINT OR TYPE)	CONTACT NAME (PRINT OR TYPE) (SIGNATURE)	EMAIL ADDRESS (PRINT OR TYPE)	TELEPHONE #	FAX #
City of Orlando, Venues, Lew Gardens	Keri Byrum <i>Keri Byrum</i>	Keri.Byrum@cityoforlando.net	x3667	
Orlando Magic	Michelle Jenkins <i>M Jenkins</i>	mjenkins@orlandomagic.com	407-916-2680	
City of Orlando	Craig Barker <i>Craig Barker</i>	Craig.Barker@cityoforlando.net	407 910 7047	
City of Orlando	Allen Johnson <i>Allen Johnson</i>	Allen.Johnson@cityoforlando.net	407 448 7070	7001
City of Orlando	Charles Leon <i>Charles Leon</i>	CharlesLeon@cityoforlando.net	407 446-7060	

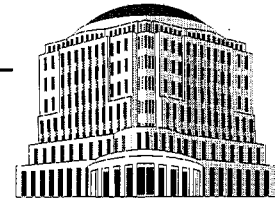
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CITY OF ORLANDO

Procurement & Contracts Division 2nd Committee Meeting Sign-In Sheet



Date: 5/18/16	Time: 2:00 p.m.	Bid Number: RFP16-0037	Location: Amway Center, IOA Conference Room, 400 W. Church St, Orlando, FL
Title: ORLANDO VENUES JANITORIAL SERVICES			

COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: <u>IMPORTANT</u> (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Orlando Venues City of Orlando	Clyde J Boutte <i>(Signature)</i>	clyde.boutte@city oforlando.net	407.440-7851	
ORLANDO VENUES CITY OF ORLANDO	John SPARKS <i>(Signature)</i>	JOHN.SPARKS CITY OF ORLANDO.NET	407.440.5705	

NOTE: DO NOT WRITE ON THE BACK OF THE FORM.



**CITY OF ORLANDO
PROCUREMENT AND CONTRACTS DIVISION
VENDOR REFERENCE FORM**

Date _____, 2016

{Reference Contact Name}

{Firm Name}

{Address}

{City} {State} {Zip Code}

Dear {Reference Name}

The City of Orlando has publicly solicited proposals regarding RFP16-0037, Orlando Venues Janitorial Services in which {Firm name} has provided you as a reference. We would greatly appreciate your input in completing this Reference Questionnaire.

The Procurement and Contracts Division requests return of the Questionnaire by {Date and Time}. Please fax or email your completed Questionnaire to the attention of: Cindy Jordan at cynthia.jordan@cityoforlando.net or by fax at (407) 246-2869.

Thank you for your time in assisting us with this feedback.

1. Briefly describe the nature of the services provided. _____

2. Contract Value? _____
3. Did the vendor provide the service according to the project schedule and within Budget?
☐ Yes or ☐ No
4. Is the project complete? ☐ Yes or ☐ No
5. How would you rate the overall Service Level provided by the firm? On a scale from 1-5 with 5 being the highest, how would you rate the quality and timeliness of service?
☐1 ☐2 ☐3 ☐4 ☐5
6. Were there any problems during the performance of the work? ☐ Yes or ☐ No
7. Did the firm resolve issues in a satisfactory manner? ☐ Yes or ☐ No
8. How well did firm's staff perform? ☐1 ☐2 ☐3 ☐4 ☐5
9. Did the firm meet your expectations? ☐ Yes or ☐ No
If not, please explain: _____
10. According to Contract requirements, scope, terms and conditions, please rate the overall performance of the firm. (Scale 1-5) ☐1 ☐2 ☐3 ☐4 ☐5
11. Overall, would you enter into Contract with this firm again? ☐ Yes or ☐ No
12. Is there anything else you would like to share about the project or the firm's capabilities?

Questionnaire completed by: _____ Date: _____
(Name and Title)

PROCUREMENT AND CONTRACTS DIVISION

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	CE Facilities Services			American Maintenance			SMS			United Maintenance Company			Jani King		
	Monthly Fee	Months	Annually	Monthly Fee	Months	Annually	Monthly Fee	Months	Annually	Monthly Fee	Months	Annually	Monthly Fee	Months	Annually
Amway Center Daily Services (Price per Month)	\$ 18,413.75	12	\$ 220,965.00	\$ 21,037.00	12	\$ 252,444.00	\$ 20,875.60	12	\$ 250,507.20	\$ 20,369.65	12	\$ 244,435.80	\$ 27,597.35	12	\$ 331,168.20
Amway Center Event Services (Price Per Event based on Attendance)	# of Events	Price/Event	Annually	# of Events	Price/Event	Annually	# of Events	Price/Event	Annually	# of Events	Price/Event	Annually	# of Events	Price/Event	Annually
1000-2000	15	\$ 4,732.69	\$ 70,990.32	15	\$ 3,238.00	\$ 48,570.00	15	\$ 2,070.63	\$ 31,059.45	15	\$ 3,911.51	\$ 58,672.65	15	\$ 3,469.90	\$ 51,958.50
2001-5000	43	\$ 5,847.71	\$ 251,451.40	43	\$ 4,199.00	\$ 180,557.00	43	\$ 8,541.27	\$ 152,274.61	43	\$ 5,041.34	\$ 216,777.62	43	\$ 4,471.46	\$ 192,272.78
50001-7500	27	\$ 7,108.88	\$ 191,939.71	27	\$ 5,043.00	\$ 136,161.00	27	\$ 4,711.90	\$ 127,221.90	27	\$ 6,471.59	\$ 174,732.93	27	\$ 5,270.56	\$ 142,305.12
7501-10000	12	\$ 7,584.09	\$ 91,009.10	12	\$ 5,535.00	\$ 66,420.00	12	\$ 5,582.53	\$ 66,990.36	12	\$ 6,795.38	\$ 81,544.56	12	\$ 6,872.23	\$ 82,466.76
10001-12500	32	\$ 8,180.61	\$ 261,779.42	32	\$ 5,898.00	\$ 188,736.00	32	\$ 6,228.17	\$ 199,301.44	32	\$ 7,124.92	\$ 227,997.44	32	\$ 7,692.16	\$ 246,149.12
12501-15000	42	\$ 8,815.70	\$ 370,259.47	42	\$ 6,093.00	\$ 255,906.00	42	\$ 6,723.80	\$ 282,399.60	42	\$ 7,460.60	\$ 313,345.20	42	\$ 8,421.77	\$ 353,714.34
15001-18500	10	\$ 9,422.20	\$ 94,222.04	10	\$ 6,379.00	\$ 63,790.00	10	\$ 7,737.69	\$ 77,376.90	10	\$ 7,808.15	\$ 78,081.50	10	\$ 9,394.59	\$ 93,945.90
18501-20000	2	\$ 9,747.53	\$ 19,495.05	2	\$ 6,444.00	\$ 12,888.00	2	\$ 7,844.71	\$ 15,689.42	2	\$ 7,907.00	\$ 15,814.00	2	\$	\$ 19,623.02
Total AC Event Services			\$ 1,351,146.51			\$ 953,028.00			\$ 952,313.08			\$ 1,166,965.90			\$ 1,182,435.54
Camping World Stadium Daily Services (Price per Month)	\$ 5,084.50	12	\$ 61,014.00	\$ 3,425.00	12	\$ 41,100.00	\$ 4,779.16	12	\$ 57,349.92	\$ 4,651.98	12	\$ 55,823.76	\$ 3,498.34	12	\$ 41,980.08
Camping World Stadium Event Services (Price Per Event based on Attendance)	# of Events	Price/Event	Annually	# of Events	Price/Event	Annually	# of Events	Price/Event	Annually	# of Events	Price/Event	Annually	# of Events	Price/Event	Annually
1000-2000	4	\$ 3,417.31	\$ 13,669.25	4	\$ 4,978.00	\$ 19,912.00	4	\$ 1,810.36	\$ 7,241.44	4	\$ 2,301.90	\$ 9,207.60	4	\$ 4,474.93	\$ 17,899.72
2001-5000	1	\$ 3,987.91	\$ 3,987.91	1	\$ 6,061.00	\$ 6,061.00	1	\$ 2,525.90	\$ 2,525.90	1	\$ 2,492.80	\$ 2,492.80	1	\$ 6,142.62	\$ 6,142.62
5001-7500	10	\$ 4,585.38	\$ 45,853.83	10	\$ 7,894.00	\$ 78,940.00	10	\$ 3,188.86	\$ 31,888.60	10	\$ 3,097.91	\$ 30,979.10	10	\$ 8,922.10	\$ 89,221.00
7501-10000	4	\$ 5,091.69	\$ 20,366.74	4	\$ 9,630.00	\$ 38,520.00	4	\$ 3,451.81	\$ 13,807.24	4	\$ 3,760.72	\$ 15,042.88	4	\$ 10,867.74	\$ 43,470.96
10001-15000	2	\$ 6,039.99	\$ 12,079.98	2	\$ 11,490.00	\$ 22,980.00	2	\$ 4,127.71	\$ 8,255.42	2	\$ 4,672.76	\$ 9,345.52	2	\$ 12,257.48	\$ 24,514.96
15001-20000	1	\$ 7,128.63	\$ 7,128.63	1	\$ 13,241.00	\$ 13,241.00	1	\$ 4,903.62	\$ 4,903.62	1	\$ 5,676.88	\$ 5,676.88	1	\$ 13,674.98	\$ 13,674.98
20001-30000	18	\$ 8,168.10	\$ 147,025.78	18	\$ 14,918.00	\$ 268,524.00	18	\$ 6,455.43	\$ 116,197.74	18	\$ 6,495.41	\$ 116,917.38	18	\$ 15,203.69	\$ 273,666.42
30001-45000	7	\$ 9,207.57	\$ 64,452.98	7	\$ 15,627.00	\$ 109,389.00	7	\$ 8,783.14	\$ 61,481.98	7	\$ 7,833.98	\$ 54,837.86	7	\$ 20,081.67	\$ 140,571.69
45001+	6	\$ 11,961.82	\$ 71,770.90	6	\$ 16,417.00	\$ 98,502.00	6	\$ 10,459.95	\$ 62,759.70	6	\$ 9,525.87	\$ 57,155.22	6	\$ 23,972.94	\$ 143,837.64
Total CWS Event Services		**	\$ 386,336.00			\$ 656,069.00			\$ 309,061.64			\$ 301,655.24			\$ 752,999.99
AC & CWS Suite Cleaning (Price per Suite Cleaning per Event)	# of Events	Price/ Suite	Total	# of Events	Price/ Suite	Total	# of Events	Price/ Suite	Total**	# of Events	Price/ Suite	Total	# of Events	Price/ Suite	Total
16 Person Suite (60)	183	\$ 31.00	\$ 340,380.00	183	\$ 24.00	\$ 263,520.00	183	\$ 38.49	\$ 422,620.20	183	\$ 35.14	\$ 385,801.52	183	\$ 13.03	\$ 143,069.40
Legends (2)	183	\$ 61.00	\$ 232,326.00	183	\$ 60.00	\$ 21,960.00	183	\$ 59.49	\$ 21,773.34	183	\$ 74.60	\$ 27,304.33	183	\$ 104.23	\$ 38,147.18
Premium East (24)	183	\$ 9.00	\$ 39,528.00	183	\$ 29.00	\$ 127,368.00	183	\$ 28.00	\$ 122,976.00	183	\$ 13.47	\$ 59,160.24	183	\$ 13.03	\$ 57,227.76
Premium West (13)	183	\$ 6.00	\$ 14,274.00	183	\$ 29.00	\$ 68,991.00	183	\$ 28.00	\$ 66,612.00	183	\$ 13.47	\$ 32,045.13	183	\$ 21.71	\$ 51,648.09
Total AC & CWS Suite Cleaning			\$ 416,508.00			\$ 481,839.00			\$ 633,981.54			\$ 504,311.22			\$ 290,092.43
Blueprint Office Daily Services (Price per Month)	\$ 1,817.24	12	\$ 21,806.88	\$ 555.00	12	\$ 6,666.00	\$ 855.04	12	\$ 10,260.48	\$ 576.37	12	\$ 6,916.44	\$ 566.00	12	\$ 6,792.00
Harry P. Leu Gardens Daily Services (Price per Month)	\$ 9,032.83	12	\$ 108,393.93	\$ 6,637.00	12	\$ 79,644.00	\$ 4,189.27	12	\$ 50,271.24	\$ 2,998.78	12	\$ 35,985.38	\$ 4,399.00	12	\$ 52,788.00
Mennello Museum of Art Daily Services (Price per Month)	\$ 1,366.37	12	\$ 16,396.45	\$ 1,384.00	12	\$ 16,608.00	\$ 758.99	12	\$ 9,107.88	\$ 575.94	12	\$ 6,911.28	\$ 715.00	12	\$ 8,580.00
VENDOR'S TOTAL			\$ 428,576.26			\$ 2,487,398.00			\$ 1,667,049.78			\$ 1,411,401.72			\$ 2,666,836.24
GRAND TOTAL			\$ 2,582,566.77			\$ 2,487,398.00			\$ 2,272,852.98			\$ 2,323,005.02			\$ 2,666,836.24

	Incognitus			Pritchard SE			ABM			Owens		
Amway Center Daily Services (Price per Month)	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>
	\$ 19,846.33	12	\$ 238,155.96	\$ 32,010.00	12	\$ 384,120.00	\$ 23,084.42	12	\$ 277,013.04	\$ 20,833.33	12	\$ 250,000.00
Amway Center Event Services (Price Per Event based on Attendance)	<u># of Events</u>	<u>Price/Event</u>	<u>Annually</u>	<u># of Events</u>	<u>Price/Event</u>	<u>Annually</u>	<u># of Events</u>	<u>Price/Event</u>	<u>Annually</u>	<u># of Events</u>	<u>Price/Event</u>	<u>Annually</u>
1000-2000	15	\$ 3,808.25	\$ 57,123.75	15	\$ 4,259.00	\$ 63,885.00	15	\$ 3,904.59	\$ 58,568.85	15	\$ 4,195.00	\$ 62,925.00
2001-5000	43	\$ 4,982.90	\$ 214,264.70	43	\$ 4,995.00	\$ 214,785.00	43	\$ 5,095.74	\$ 219,116.82	43	\$ 5,597.00	\$ 240,671.00
50001-7500	27	\$ 6,360.78	\$ 171,741.06	27	\$ 5,964.00	\$ 161,028.00	27	\$ 6,065.80	\$ 163,776.60	27	\$ 6,994.00	\$ 188,838.00
7501-10000	12	\$ 6,670.28	\$ 80,043.36	12	\$ 6,709.00	\$ 80,508.00	12	\$ 6,937.97	\$ 83,255.64	12	\$ 7,273.00	\$ 87,276.00
10001-12500	32	\$ 6,879.98	\$ 220,159.36	32	\$ 7,596.00	\$ 243,072.00	32	\$ 8,646.91	\$ 276,701.12	32	\$ 7,629.00	\$ 244,128.00
12501-15000	42	\$ 7,304.17	\$ 306,775.14	42	\$ 7,600.00	\$ 319,200.00	42	\$ 9,532.63	\$ 400,370.46	42	\$ 7,811.00	\$ 328,062.00
15001-18500	10	\$ 7,848.63	\$ 78,486.30	10	\$ 8,442.00	\$ 84,420.00	10	\$ 9,724.99	\$ 97,249.90	10	\$ 8,359.00	\$ 83,590.00
18501-20000	2	\$ 8,120.12	\$ 16,240.24	2	\$ 8,671.00	\$ 17,342.00	2	\$ 9,897.32	\$ 19,794.64	2	\$ 8,774.00	\$ 17,548.00
Total AC Event Services			\$ 1,144,833.91			\$ 1,184,240.00			\$ 1,318,834.03			\$ 1,253,038.00
Camping World Stadium Daily Services (Price per Month)	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>
	\$ 4,879.70	12	\$ 58,556.40	\$ 12,983.00	12	\$ 155,796.00	\$ 5,407.08	12	\$ 64,884.96	\$ 4,916.66	12	\$ 59,000.00
Camping World Stadium Event Services (Price Per Event based on Attendance)	<u># of Events</u>	<u>Price/Event</u>	<u>Annually</u>	<u># of Events</u>	<u>Price/Event</u>	<u>Annually</u>	<u># of Events</u>	<u>Price/Event</u>	<u>Annually</u>	<u># of Events</u>	<u>Price/Event</u>	<u>Annually</u>
1000-2000	4	\$ 2,165.00	\$ 8,660.00	4	\$ 5,002.00	\$ 20,008.00	4	\$ 4,247.33	\$ 16,989.32	4	\$ 2,575.00	\$ 10,300.00
2001-5000	1	\$ 2,398.00	\$ 2,398.00	1	\$ 6,507.00	\$ 6,507.00	1	\$ 5,272.52	\$ 5,272.52	1	\$ 2,767.00	\$ 2,767.00
5001-7500	10	\$ 2,623.00	\$ 26,230.00	10	\$ 7,859.00	\$ 78,590.00	10	\$ 7,134.67	\$ 71,346.70	10	\$ 3,441.00	\$ 34,410.00
7501-10000	4	\$ 3,545.00	\$ 14,180.00	4	\$ 8,949.00	\$ 35,796.00	4	\$ 7,718.32	\$ 30,873.28	4	\$ 4,186.00	\$ 16,744.00
10001-15000	2	\$ 4,423.00	\$ 8,846.00	2	\$ 10,867.00	\$ 21,734.00	2	\$ 8,130.28	\$ 16,260.56	2	\$ 5,187.00	\$ 10,374.00
15001-20000	1	\$ 5,546.00	\$ 5,546.00	1	\$ 12,690.00	\$ 12,690.00	1	\$ 11,537.50	\$ 11,537.50	1	\$ 6,308.00	\$ 6,308.00
20001-30000	18	\$ 6,345.00	\$ 114,210.00	18	\$ 13,751.00	\$ 247,518.00	18	\$ 16,616.39	\$ 299,095.02	18	\$ 7,210.00	\$ 129,780.00
30001-45000	7	\$ 8,956.00	\$ 62,692.00	7	\$ 14,599.00	\$ 102,193.00	7	\$ 19,076.00	\$ 133,532.00	7	\$ 8,699.00	\$ 60,893.00
45001+	6	\$ 11,320.00	\$ 67,920.00	6	\$ 14,875.00	\$ 89,250.00	6	\$ 21,478.90	\$ 128,873.40	6	\$ 10,573.00	\$ 63,438.00
Total CWS Event Services			\$ 310,682.00			\$ 614,286.00			\$ 713,780.30			\$ 335,014.00
AC & CWS Suite Cleaning (Price per Suite Cleaning per Event)	<u># of Events</u>	<u>Price/ Suite*</u>	<u>Total</u>	<u># of Events</u>	<u>Price/ Suite</u>	<u>Total</u>	<u># of Events</u>	<u>Price/ Suite</u>	<u>Total</u>	<u># of Events</u>	<u>Price/ Suite</u>	<u>Total</u>
16 Person Suite	183	\$ 31.08	\$ 341,258.40	183	\$ 18.75	\$ 205,875.00	183	\$ 11.73	\$ 128,795.40	183	\$ 38.30	\$ 420,534.00
Legends	183	\$ 68.57	\$ 25,096.62	183	\$ 75.00	\$ 6,862.50	183	\$ 78.21	\$ 28,624.86	183	\$ 58.25	\$ 21,319.00
Premium East	183	\$ 36.93	\$ 162,196.56	183	\$ 17.75	\$ 77,958.00	183	\$ 11.73	\$ 51,518.16	183	\$ 14.40	\$ 63,244.80
Premium West	183	\$ 18.75	\$ 44,606.25	183	\$ 18.50	\$ 44,011.50	183	\$ 7.22	\$ 17,176.38	183	\$ 14.40	\$ 34,257.60
Total AC & CWS Suite Cleaning			\$ 573,157.83			\$ 334,707.00			\$ 226,114.80			\$ 539,355.40
Blueprint Office Daily Services (Price per Month)	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>
	\$ 567.89	12	\$ 6,814.68	\$ 840.00	12	\$ 10,080.00	\$ 462.43	12	\$ 5,549.16	\$ 658.33	12	\$ 7,900.00
Harry P. Leu Gardens Daily Services (Price per Month)	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>
	\$ 3,018.40	12	\$ 36,220.80	\$ 8,520.00	12	\$ 102,240.00	\$ 4,793.22	12	\$ 57,518.64	\$ 3,500.00	12	\$ 42,000.00
Mennello Museum of Art Daily Services (Price per Month)	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>	<u>Monthly Fee</u>	<u>Months</u>	<u>Annually</u>
	\$ 598.16	12	\$ 7,177.92	\$ 3,876.00	12	\$ 46,512.00	\$ 551.61	12	\$ 6,619.32	\$ 583.33	12	\$ 7,000.00
VENDOR'S TOTAL			\$ 50,213.40			\$ 1,957,358.00			\$ 2,670,314.25			\$ 2,493,307.40
GRAND TOTAL			\$ 2,375,599.50			\$ 2,831,981.00			\$ 2,670,314.25			\$ 2,493,307.40

**Notes:

Grand Totals: Vendor's Total and Grand Total differ in some cases as certain vendors did not calculate Grand Total correctly in their bids. Grand Totals shown here are correct.

Incognitus: Price per Suite for Premium East Suites is stated as \$3,693 in bid, corrected here to show \$36.93.

	CE Facilities	American Maint.	SMS	United	Jani King	Incognitus	Pritchard SE	ABM	Owens
	Hourly Rates for Cleaning Staff								
Lead Supervisor	\$ 19.91	\$ 17.00	\$ 14.01	\$ 25.74	\$ 19.11	\$ 15.50	\$ 16.53	\$ 24.35	\$ 19.00
Crew Leader	\$ 15.77	\$ 14.25	\$ 13.43	\$ 19.31	\$ 17.37	\$ 12.87	\$ 15.15	\$ 21.61	\$ 17.00
Portor/Matron	\$ 13.01	\$ 12.75	\$ 12.85	\$ 13.19	\$ 17.37	\$ 12.06	\$ 14.26	\$ 16.83	\$ 13.50
	CWS Surrounding Areas								
Cleaning Staff	\$ 13.01	\$ 12.75	\$ 12.85	\$ 13.51	\$ 17.37	\$ 12.06	\$ 14.26	\$ 16.83	\$ 13.50
	Amway Center Conversions								
Conversion	\$ 5,042.84	\$ 2,750.00	\$ 3,117.66	\$ 3,082.51	\$ 3,488.23	\$ 2,876.00	**	\$ 3,366.00	\$ 3,650.00
Lead Supervisor	\$ 29.19	\$ 19.00	\$ 14.01	\$ 25.74	\$ 19.11	\$ 18.75	\$ 19.80	\$ 24.35	\$ 20.00
Crew Leader	\$ 21.29	\$ 15.00	\$ 13.43	\$ 19.31	\$ 17.37	\$ 15.50	\$ 14.95	\$ 21.61	\$ 18.00
Crew	\$ 17.15	\$ 13.50	\$ 12.85	\$ 14.16	\$ 17.37	\$ 13.32	\$ 13.95	\$ 16.83	\$ 15.00

**Notes: Pritchard did not include an overall conversion fee in bid

	CE Facilities	American Maint.	SMS	United	Jani King	Incognitus	Pritchard SE	ABM	Owens
	Orlando Magic MONTHLY Cleaning								
Retail Store	\$ 862.58	\$ 606.00	\$ 582.75	**	\$ 386.00	\$ 213.56	\$ 476.00	\$ 462.43	\$ 192.89
Retail - Terrace and Promenade	\$ 862.58	\$ 606.00	\$ 694.98	**	\$ 405.00	\$ 333.12	\$ 485.00	\$ 1,221.97	\$ 903.72
Admin Offices on Founders	\$ 862.58	\$ 1,968.00	\$ 4,208.75	**	\$ 1,896.00	\$ 1,956.34	\$ 2,150.00	\$ 1,816.40	\$ 8,133.19
Offices and Locker Rooms on Event	\$ 862.58	\$ 2,120.00	\$ 4,532.50	**	\$ 2,056.00	\$ 2,181.00	\$ 2,318.00	\$ 1,965.04	\$ 221.03
Total	\$ 3,450.32	\$ 5,300.00	\$ 10,018.98		\$ 4,743.00	\$ 4,684.02	\$ 5,429.00	\$ 5,465.84	\$ 9,450.83

**From United: "To be quoted upon award of the balance of the work. More info needed."

MINORITY BUSINESS ENTERPRISE

PROJECT: Orlando Venues Janitorial Services
RFP16-0037

MBE GOAL: 18% WBE GOAL: 6%

PURCHASING AGENT: Cindy Jordan, Purchasing Agent III
DATE: 5/18/2016

The following are 9 the firms that submitted RFP.

1) ABM Onsite Services, Inc.

Subconsultants	MBE/WBE	%	Scope of Work
TOTAL MBE PARTICIPATION		0%	
Heavenly Hearts Cleaning Services	WBE	28.3%	Janitorial Services
TOTAL WBE PARTICIPATION		28.3%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

Note: MBE goal not met

2) American Maintenance, Inc.

Subconsultants	MBE/WBE	%	Scope of Work
Ace Staffing, Inc.	MBE	24%	Pre, post and event labor
TOTAL MBE PARTICIPATION		24%	
Kings Service Solutions, Inc.	WBE	6%	Pre and Post event labor
TOTAL WBE PARTICIPATION		6%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

3) Incognitus dba Cleanevent

Subconsultants	MBE/WBE	%	Scope of Work
TOTAL MBE PARTICIPATION		%	
TOTAL WBE PARTICIPATION		%	

Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED

Incognitus included the certificate and letter from ENSYNC Diversified Management Services, Inc. in the proposal but was not clear whether they were going to be utilized or what scope of work they were going to be utilized in. The M/WBE Subcontractors Utilization schedule was not included in the proposal. ENSYNC is certified in Project Management; Facilities/Property Management; Custodial/Janitorial Services; Strategic Planning; Training; Management Services; Professional & Technical Services; and Administrative Services. ENSYNC is a City Certified MWBE Firm.

4) Jani-King of Orlando

Subconsultants	MBE/WBE	%	Scope of Work
Heavenly Hearts Cleaning Service	MBE	18%	Amway Center and Citrus Bowl Event and Post Event Cleaning
TOTAL MBE PARTICIPATION		18%	
Ace Staffing Inc.	WBE	6%	Amway Center Event and Post-Event Cleaning
TOTAL WBE PARTICIPATION		6%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

5) LSE Connect, LLC// CE Facility Services

Subconsultants	MBE/WBE	%	Scope of Work
D & A Building Services	MBE	6%	Suite and bowl clean post event at Amway Center and Citrus Bowl
Hydro Steam Solutions	MBE	2%	Pressure washing services
TOTAL MBE PARTICIPATION		8%	
Xclusive Staffing of Florida, LLC	WBE	6%	Suite and bowl clean post event at Amway Center and Citrus Bowl
TOTAL WBE PARTICIPATION		6%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

Note: LSE listed Polished Perfection Cleaning Services, Inc. as a MBE, however, they are not certified with the City of Orlando at this time. **With that said, the MBE goal of 18% is not met.**

LSE also inverted the scope of work for Hydro Steam and Xclusive Staffing in the proposal

6) Owens Facility Services

Subconsultants	MBE/WBE	%	Scope of Work
International Building Services, Inc.	MBE	7.5%	Janitorial Staffing & Cleaning Services
Miracle Touch Cleaning Services, LLC	MBE	7.5%	Janitorial Staffing & Cleaning Services
EAC Cleaning Services, LLC	MBE	7.5%	Janitorial Staffing & Cleaning Services
TOTAL MBE PARTICIPATION		22.5%	
iBusiness Services, Inc.	WBE	7.5%	Janitorial Staffing & Cleaning Services
TOTAL WBE PARTICIPATION		7.5%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

7) Pritchard Sports & Entertainment Group

Subconsultants	MBE/WBE	%	Scope of Work
Sterling Building Services, Inc.	MBE	12%	Post Event Cleaning and Project Cleaning
QRS The Shield, LLC	MBE	6%	Post Event Cleaning and Event staffing
TOTAL MBE PARTICIPATION		18%	
Xclusive Staffing of Florida, LLC	WBE	3%	Post Event Staffing
Ace Staffing Unlimited	WBE	3%	Post Event Staffing
TOTAL WBE PARTICIPATION		6%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

8) Service Management System, Inc. - SMS

Subconsultants	MBE/WBE	%	Scope of Work
D & A Building Services, Inc.	MBE	9%	Janitorial Services, Window Washing, and Pressure Cleaning
TOTAL MBE PARTICIPATION		9%	
Ace Staffing, Inc.	WBE	9%	Staffing Services (Skilled & Unskilled Laborers)
TOTAL WBE PARTICIPATION		9%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED**Note:** MBE goal not met.**9) United Maintenance Co., Inc.**

Subconsultants	MBE/WBE	%	Scope of Work
Sterling Building Services, Inc.	MBE	20%	Janitorial
TOTAL MBE PARTICIPATION		20%	
TOTAL WBE PARTICIPATION		0%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED**Note:** WBE goal not met

*** This is a summary of all the MWBE Participation Plans as was submitted in the proposal. This is not the confirmed MWBE Participation Plan.**

Evaluation of Proposals for RFP16-0037
Orlando Venues Janitorial Services

Committee Members -->	Charles Leone	Clyde Boutte	John Sparks	Craig Borkon	Michelle Jenkinson
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Rank & Tally for Short-Listing

	Charles Leone	Clyde Boutte	John Sparks	Craig Borkon	Michelle Jenkinson	Total	Ranking
ABM Onsite Services, Inc.	3	4	3	5	5	20	4
American Maintenance	4	2	6	3	3	18	3
Incognitus, LLC dba Cleanevent	5	7	8	8	7	35	7
Jani-King Of Orlando	9	9	9	4	6	37	8
LSE Connect, LLC	6	8	5	7	8	34	6
Owens, Renz & Lee Co., Inc. dba Owens Facility Services	2	5	2	2	2	13	2
PritchardSports & Entertainment Group, Inc.	1	1	1	1	1	5	1
Service Management System, Inc.	8	3	4	6	4	25	5
United Maintenance Co, Inc.	7	6	7	9	9	38	9

EVALUATION OF PROPOSAL FOR RFP16-0037, ORLANDO VENUES JANITORIAL SERVICES

NO.	CATEGORY	POSSIBLE POINTS	ABM Onsite Services, Inc.	American Maintenance	Incognitus, LLC d/b/a Cleanevent	Jani-King of Orlando	LSE Connect, LLC	Owens, Renz & Lee Co., Inc. d/b/a Owens Facility Services	Pritchard Sports & Entertainment Group, Inc.	Service Management System, Inc.	United Maintenance Co., Inc.
1	Operations Plan	35	20	25	20	20	20	30	30	20	10
2	Experience of Proposer and Management Plan	35	25	25	20	25	20	30	35	20 ¹⁹	25
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	2	5	0	5	2	5	5	3	4
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0	0	0	0	2	0	0
5	Price Proposal	23	20	20	20	20	20	20	15	23	20
TOTAL POINT VALUE		100	67	75	60	70	62	85	87	66	59
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; etc.)			5	3	8	4	7	2	1	6	9

DATE: 5/18/16

EVALUATOR: Craig Burken
(Print Name)

SIGNATURE: 

EVALUATION OF PROPOSAL FOR RFP16-0037, ORLANDO VENUES JANITORIAL SERVICES

NO.	CATEGORY	POSSIBLE POINTS	ABM Onsite Services, Inc.	American Maintenance	Incognitus, LLC d/b/a Cleanevent	Jani-King of Orlando	LSE Connect, LLC	Owens, Renz & Lee Co., Inc. d/b/a Owens Facility Services	Pritchard Sports & Entertainment Group, Inc.	Service Management System, Inc.	United Maintenance Co., Inc.
1	Operations Plan	35	25	25	20	20	15	30	35	28	0
2	Experience of Proposer and Management Plan	35	25	30	15	20	15	32	35	25	15
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	2	5	0	5	2	5	5	2	2
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0	0	0	0	2	0	0
5	Price Proposal	23	17	20	21	18	18	19	16	23	22
TOTAL POINT VALUE		100	69	80	56	63	50	86	93	78	39
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; etc.)			5	3	7	6	8	2	1	4	9

DATE: 5/18/16

EVALUATOR: Michelle Jenkinson
(Print Name)

SIGNATURE: Michelle Jenkinson

EVALUATION OF PROPOSAL FOR RFP16-0037, ORLANDO VENUES JANITORIAL SERVICES

NO.	CATEGORY	POSSIBLE POINTS	ABM Onsite Services, Inc.	American Maintenance	Incognitus, LLC d/b/a Cleanevent	Jani-King of Orlando	LSE Connect, LLC	Owens, Renz & Lee Co., Inc. d/b/a Owens Facility Services	Pritchard Sports & Entertainment Group, Inc.	Service Management System, Inc.	United Maintenance Co., Inc.
1	Operations Plan	35	15	34	20	16	17	21	35	29	19
2	Experience of Proposer and Management Plan	35	34	30	20	15	16	21	35	30	20
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	2	4	0	2	4	5	4	5	2
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0	0	0	0	2	0	0
5	Price Proposal	23	17	20	21	16	18	19	15	23	22
TOTAL POINT VALUE		100	68	88	61	49	55	66	91	87	63
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; etc.)			4	2	7	9	8	5	1	3	6

DATE: 5/18/2016

EVALUATOR:

(Print Name)


SIGNATURE:

EVALUATION OF PROPOSAL FOR RFP16-0037, ORLANDO VENUES JANITORIAL SERVICES

NO.	CATEGORY	POSSIBLE POINTS	ABM Onsite Services, Inc.	American Maintenance	Incognitus, LLC d/b/a Cleanevent	Jani-King of Orlando	LSE Connect, LLC	Owens, Renz & Lee Co., Inc. d/b/a Owens Facility Services	Pritchard Sports & Entertainment Group, Inc.	Service Management System, Inc.	United Maintenance Co., Inc.
1	Operations Plan	35	30	15	15	15	18	25	30	20	15
2	Experience of Proposer and Management Plan	35	24	14	15	12	15	26	32	20	15
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	2	5	0	3.0	2	4	5	2	2
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0	0	0	0	2	0	0
5	Price Proposal	23	15	17	19	17	18	20	22	19	18
TOTAL POINT VALUE		100	73	51	49	47.04	53.8	75	91	61	50
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; etc.)			3	4	8	9	5	2	1	4	7

DATE: 5.18.2016

EVALUATOR: John Sparks
(Print Name)

SIGNATURE: 

EVALUATION OF PROPOSAL FOR RFP16-0037, ORLANDO VENUES JANITORIAL SERVICES

NO.	CATEGORY	POSSIBLE POINTS	ABM Onsite Services, Inc.	American Maintenance	Incognitus, LLC d/b/a Cleanevent	Jani-King of Orlando	LSE Connect, LLC	Owens, Renz & Lee Co., Inc. d/b/a Owens Facility Services	Pritchard Sports & Entertainment Group, Inc.	Service Management System, Inc.	United Maintenance Co., Inc.
1	Operations Plan	35	25	20	15	10	15	30	35	15	15
2	Experience of Proposer and Management Plan	35	30	25	20	15	20	30	35	15	15
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	5	2	5	0	5	2	5	5	0	2
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0	0	0	0	2	0	0
5	Price Proposal	23	16	20	21	17	18	19	15	23	22
TOTAL POINT VALUE		100	73	70	56	47	55	84	92	53	54
RANKING BASED ON ABOVE POINTS (#1 reflects the highest point value; #2 is the next highest point value; etc.)			3	4	5	9	6	2	1	8	7

DATE: 5.18.16

EVALUATOR:

(Print Name)

SIGNATURE: