



Staff Report

Annual Requirements Contract for Janitorial Services for Parks and Recreation Facilities, Project 22-0209

City Council Meeting Date: 11-29-2022 | Action Being Considered: Minute Order

RECOMMENDATION

Authorize the City Manager or his designee to execute an annual requirements contract for janitorial services for Parks and Recreation facilities with Ambassador Services, LLC, of Houston, Texas, in the estimated amount of \$240,516. Ambassador Services, LLC, is a MWBE firm.

PRIOR BOARD OR COUNCIL ACTION

None.

ANALYSIS

This contract is for janitorial services for all 10 Parks and Recreation facilities. Cleaning services will be provided 5 – 7 days per week based on location, and will include the cleaning of break rooms, restrooms, furniture, floors and private offices. The facilities included under this contract are:

| Parks and Recreation Facilities | |
|---|--|
| Elzie Odom Recreation Center Meadowbrook Recreation Center Eunice Activity Center East Recreation Center Beacon Recreation Center | Arlington Tennis Center Kathryn Wilemon Lake House Event Center Bob Duncan Center Cliff Nelson Recreation Center Dottie Lynn Recreation Center |

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|---|--|
| Proposals closed: | September 9, 2022 at 2:00 p.m. |
| Vendors notified through IonWave: | 469 |
| MWBE Vendors Notified through IonWave: | 139 |
| Vendors responding to bid request: | 5 |
| MWBE Vendors responding to bid request: | 5 |
| Original contract term: | One year/two, one-year renewal options |
| Current term: | December 1, 2022 – November 30, 2023 |
| MWBE: | Yes - HI |
| Procurement Method: | Request for Proposals |

| Vendor | MWBE | Operational Plan (50 points) | Experience/Qualification (20 points) | Price (30 points) | Score |
|--|------|------------------------------|--------------------------------------|-------------------|-------|
| Ambassador Services, LLC | HI* | 34.50 | 15.50 | 30 | 80.00 |
| D&A Building Services, Inc. | HI* | 40.75 | 13.75 | 13.36 | 67.86 |
| UBM Enterprise, Inc. | AS* | 36.25 | 11 | 15.86 | 63.11 |
| Stiffs 5 Star Energy Conservation Services | BL* | 10 | 5.50 | 24 | 39.50 |
| Touch-N-Skin, LLC | BL* | 12.50 | 11 | 5.57 | 29.07 |

*HI = Hispanic, *BL = Black, *AS = Asian

| | |
|--|----------------------------------|
| Name of Prime Vendor | Ambassador Services, Inc. |
| Total Contract Value | \$240,516 |
| Prime Vendor's M/WBE Status | HI |
| Dollar Amount of Prime Vendor's Self-Performance | \$240,516 |
| Percentage Amount of Prime Vendor's Self-Performance | 100% |
| Total MWBE Participation | \$240,516 (100%) |

Office of Business Diversity recommended a 16% contract specific MWBE goal for this solicitation. Ambassador Services, Inc., will be exceeding the goal as an MWBE Prime and self-performing the scope of the services.

FINANCIAL IMPACT

In accordance with Local Government Code 252.042, the bid was awarded based on proposals relative to overall score of price, operational planning and experience, in addition to meet the needs of the department to ensure that critical work of maintaining city properties is completed on time.

The contract term is for one-year and will be reviewed annually to determine subsequent renewal terms. The projected financial impact for this contract term is as follows:

FY 2023
\$200,430

FY 2024
\$40,086

FY 2025
\$0

Funds are budgeted in Parks Department Special Services Account No. CC502701-SC6100 and subject to FY 2024 budget approval.

ADDITIONAL INFORMATION

| | |
|-------------------------------------|-----------|
| Attached: | None |
| Under separate cover: | None |
| Available in the Purchasing office: | Bid file |
| Form 1295: | Requested |
| MWBE: | Yes - HI |

STAFF CONTACT(S)

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