



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 9/17/2019

ALL

Item Creation Date: 8/21/2019

T28964.2 - Janitorial Cleaning and Associated Services for Various Departments
(McLemore Building Maintenance, Inc.) - ORDINANCE

Agenda Item#: 33.

Summary:

ORDINANCE approving and authorizing contract between the City of Houston and **McLEMORE BUILDING MAINTENANCE, INC** for Janitorial Cleaning and Associated Services for Various Departments; providing a maximum contract amount - 3 Years with two one-year options - \$8,237,158.00 - Enterprise and Other Funds

Background:

Request for Proposals Received July 11, 2019, for S75-T28964 – Approve an ordinance awarding a contract to McLemore Building Maintenance, Inc. in the maximum contract amount not to exceed \$8,237,158.00 for Janitorial Cleaning and Associated Services for Various Departments.

Specific Explanation:

The Director of the General Services Department and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a **three-year contract, with two one-year options** to **McLemore Building Maintenance, Inc.** on their most responsive and responsible proposals for packages 1 and 7 in the maximum contract amount of **\$8,237,158.00** for Janitorial Cleaning and Associated Services for Houston Public Library, Houston Public Works, Municipal Courts, General Services, Houston Parks & Recreation, Houston Fire, Fleet Management, Houston Police and Houston Health Departments.

The scope of work requires the contractor to provide all supervision, labor, equipment, materials, supplies, and transportation necessary to provide janitorial and cleaning services at City facilities. The janitorial cleaning and associated services requirements include porter, recycling, window washing, power washing and other work services as required.

The Request for Proposal (RFP) was advertised in accordance with the requirements of the State of Texas bid laws. Ninety-two (92) prospective respondents viewed the solicitation document on the Strategic Procurement Division's e-bidding website, and as a result, eleven respondents submitted proposals for various packages as outlined below:

1. Ambassador Services, LLC (packages 1 – 7)
2. Caring Commercial Cleaning Inc. (packages 1,3,4, & 6)
3. Complete Maintenance, Inc. (packages 1 – 6)
4. DELMET Services, LLC (packages 1 – 6)
5. Facilities Management Resources, LLC (Package 3)
6. Glistening Spaces, Inc. dba Deluxe Cleaning Concepts (packages 2,3,4 & 5)
7. J E Specialties dba J & E Associates (packages 1 – 7)
8. McLemore Building Maintenance, Inc. (packages 1 – 7)
9. On the Go Janitorial Services (packages 4 & 5)
10. Villa 13, LLC dba Trooper USA LLC (packages 2 & 5)
11. Yes America Now, Inc. dba Yes America Enterprises (packages 1,3,4,5 & 6)

The evaluation committee was comprised of evaluators from the General Services Department, Houston Health Department, Houston Municipal Courts Department and Houston Parks and Recreation Department. The proposals were evaluated based on the following criteria:

1. Cost
2. Expertise / Experience / Qualifications
3. Financial Strength of Offeror
4. Labor Relations Plan

McLemore Building Maintenance, Inc. received the highest overall scores for packages 1 and 7.

M/WBE Participation:

The RFP was issued as a goal-oriented contract with a 11% M/WBE participation level. McLemore Building Maintenance, Inc. has designated the below-named companies as its certified M/WBE subcontractors:

Name	Type of Work	Dollar Amount	Percentage
DRD Cleaning Solutions LLC	Janitorial/Floor Care	\$876,386.00	11.92%
Cervantes Building Maintenance, Inc.	Janitorial/Floor Care	\$2,578,668.00	35.07%

Pay or Play Program:


The proposed contract requires compliance with the City's "Pay or Play" ordinance regarding health benefits for employees of City contractors. In this case McLemore Building Maintenance, Inc. has elected to pay into the Contractor responsibility Fund and provide health benefits to eligible employees in compliance with City policy

Hire Houston First:

The proposed contract requires compliance with the City's "Hire Houston First" ordinance that promotes economic opportunity for Houston Businesses and support job creation. In this case the proposed contractor McLemore Building Maintenance, Inc. is HHF designated, proposals were evaluated based on the RFP requirements but the HHF points were not a deciding factor in the award of the contract.

Fiscal Note:

Funding for this item is included in the FY20 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:

 9/12/2019
 ODD350139A6F4C8...

Jerry Adams, Chief Procurement Officer
 Finance/Strategic Procurement Division

Department Approval Authority

ESTIMATED SPENDING AUTHORITY			
Department	FY2020	Out-Years	Total Amount
General Services Department	\$1,096,032.75	\$7,023,241.25	\$8,119,274.00
Houston Parks and Recreation Department	\$0	\$49,488.00	\$49,488.00
Houston Public Works	\$11,668.00	\$56,728.00	\$68,396.00
TOTAL	\$1,107,700.75	\$7,129,457.25	\$8,237,158.00

Amount of Funding:

\$8,119,274.00 - General Fund (1000)
 \$ 49,488.00 - Park Special Revenue Fund (2100)
 \$ 64,560.00 - Water & Sewer System Operating Fund (8300)
 \$ 3,836.00 - Dedicated Drainage & Street Renewal Fund (2310)
 (\$2,531.76 METRO and \$1,304.24 Ad Valorem)

\$8,237,158.00

Contact Information:

NAME:	DEPARTMENT/DIVISION	PHONE
Richard Morris, Division Manager	FIN/SPD	(832) 393-8736
Elnora Williams, Sr. Procurement Specialist	FIN/SPD	(832) 393-0209
Jacquelyn Nisby, Council Liaison	GSD	(832) 393-8023

ATTACHMENTS:

Description	Type
FORM A	Backup Material
FORM B	Backup Material
DRUG FORMS	Backup Material
AFFIDAVIT OF OWNERSHIP	Backup Material
TAX REPORT	Backup Material
INSURANCE/ENDORSEMENTS	Backup Material

FUNDING INFORMATION

MWBE PARTICIPATION PLAN-LETTER OF INTENT
SOS

T28964.2 - Janitorial Cleaning and Associated Services for
Various Departments (McLemore Building Ma

Funding Verification for HPW Fund 2310

Funding Verification for Fund 8300

Ordinance

Contract

GSD General fund Backup

Budget vs. Actual T28964 HPW Fund 8300 & 2310

Pay or Play forms updated 9-12-19

Backup Material

Backup Material

Backup Material

Signed Cover sheet

Financial Information

Financial Information

Ordinance/Resolution/Motion

Contract/Exhibit

Backup Material

Financial Information

Backup Material