



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 9/17/2019

ALL

Item Creation Date: 8/21/2019

T28964.1 - Janitorial Cleaning and Associated Services for Various Departments
(Ambassador Services, LLC) - ORDINANCE

Agenda Item#: 65.

Background:

Request for Proposals Received July 11, 2019, for S75-T28964 – Approve an ordinance awarding a contract to Ambassador Services, LLC in the maximum contract amount not to exceed \$17,092,261.26 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 **Ambassador Services LLC** on their most responsive and responsible proposals for packages 2 - 6 in the maximum contract amount of **\$17,092,261.26** 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

Ambassador Services, LLC received the highest overall scores for packages 2 - 6.

M/WBE Participation:

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

Name	Type of Work	Dollar Amount	Percentage
Houston Janitorial Services	Janitorial Services	\$176,862.59	4%
Diversified Chemical	Janitorial Supplies	\$309,509.52	7%

and Supply, Inc.			
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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 Ambassador Services, LLC will 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 Ambassador Services, LLC 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.

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9/5/2019

Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority

ESTIMATED SPENDING AUTHORITY			
Department	FY2020	Out-Years	Total Amount
General Services Department	\$1,856,408.60	\$14,575,936.10	\$16,432,344.70
Houston Parks & Recreation Department	\$4,000.00	\$655,916.56	\$659,916.56
TOTAL	\$1,860,408.60	\$15,231,852.66	\$17,092,261.26

Amount of Funding:

\$17,040,749.26 - General Fund (1000)
 \$ 51,512.00 - Park Special Revenue Fund (2100)
\$17,092,261.25

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ATTACHMENTS:

Description	Type
FORM A	Backup Material
FORM B	Backup Material
DRUG FORMS	Backup Material
POP FORMS	Backup Material
AFFIDAVIT OF OWNERSHIP	Backup Material
TAX REPORT	Backup Material
INSURANCE/ENDORSEMENTS	Backup Material
FUNDING INFORMATION	Backup Material
MWBE PARTICIPATION PLAN - LETTERS OF INTENT	Backup Material
SOS	Backup Material
Funding Verification for PRD	Financial Information