



City of Norman, OK

Municipal Building Council
Chambers
201 West Gray Street
Norman, OK 73069

Master

File Number: K-1213-210

File ID: K-1213-210 **Type:** Contract **Status:** Consent Item

Version: 1 **Reference:** Item No. 11 **In Control:** City Council

Department: City Clerk Department **Cost:** **File Created:** 06/17/2013

File Name: Municipal Complex & Library Custodial Services **Final Action:**

Title: CONSIDERATION OF REQUEST FOR PROPOSAL RFP-1213-88 AND CONTRACT K-1213-210 WITH AHI FACILITY SERVICES, INC., TO PROVIDE CUSTODIAL SERVICES FOR THE MUNICIPAL COMPLEX AND THE NORMAN PUBLIC LIBRARY EFFECTIVE JULY 1, 2013.

Notes: ACTION NEEDED: Motion to accept or reject Request for Proposal No. RFP-1213-88 to provide custodial services for the Municipal Complex and Norman Public Library effective July 1, 2013; and, if accepted, approve Contract No. K-1213-210 with AHI Facility Services, Inc., and authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 06/25/2013

Agenda Number: 11

Attachments: Summary of Proposals for Custodial Services,
K-1213-210 - AHI, Exhibit "A" Pricing Schedule,
Exhibit "A" Matrix for Frequency of Cleaning.docx,
AHI Certificate of Insurance

Project Manager: Matthew Smith

Entered by: brenda.hall@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
---------------	--------------	-------	---------	----------	-----------	-----------------	---------

Text of Legislative File K-1213-210

Body

BACKGROUND: Custodial services for the Municipal Administration Building and Buildings A, B, and C in the Municipal Complex and the Norman Public Library are awarded for a one year period with the option to renew with the consent of both parties. The current bid in the amount of \$8,883.82 per month was awarded to Alliance Maintenance, Inc., on June 24, 2008, and is scheduled to expire on June 30, 2013.

Request for Proposal RFP-1213-88 was solicited on May 13, 2013, and a mandatory pre-proposal conference was held on May 28, 2013, for vendors to allow all interested parties to tour and evaluate the facilities prior to submitting their proposal.

DISCUSSION: Five proposals to provide custodial services for the Municipal Complex and Norman Public Library were received in the City Clerk's Office on June 4, 2013, from AHI Facility Services, Inc., - corporate office Dallas, Texas, local office in Oklahoma City; Source One Management Services - Tulsa; Capitol Cleaning - Oklahoma City; Strategic Janitorial Solutions - Oklahoma City; and Alliance Maintenance, Oklahoma City.

A staff selection committee consisting of Matthew Smith, Facility Maintenance Superintendent; Kathy Lucas, Custodial Coordinator; Brenda Hall, City Clerk; Leslie Tabor, Norman Branch Librarian; and Kathryn Walker, Assistant City Attorney, reviewed and evaluated each proposal. Proposals were evaluated based upon experience providing similar services; references; cost; quality, level and detail of the response to the City's green environmental initiative defined as "cleaning to protect health without harming the environment"; and overall ability to provide specified services. After evaluating each proposal, the committee unanimously recommended the proposal submitted by AHI Facility Services, Inc., (AHI) contingent upon site visits of AHI's clients in the Oklahoma City metro area. Site visits and additional reference interviews were conducted by Matthew Smith and Kathy Lucas who concur with the Committee's recommendation.

AHI is a national service provider company operating in Arizona, New York, California, Massachusetts, Minnesota, Missouri, Oklahoma, Texas, and Utah with a staff of over 1,200 employees. AHI does not subcontract their services; all employees are direct hires of AHI.

The proposal submitted by AHI includes a base fee of \$9,131.03 per month plus per-occurrence fees of \$7,500 for deep cleaning of carpet and \$2,000 for exterior window cleaning. The per-occurrence charge includes providing the associated service to all buildings in the Municipal Complex and the Norman Public Library for each occurrence. The FYE 2014 Budget includes funding in the amount of \$122,498 for these services and is budgeted in Contract-Building Maintenance (010-2031-419.42-27). If approved, the proposed contract will become effective July 1, 2013, and continue through June 30, 2014. Provided the services outlined in the contract and proposal and the price remain unchanged, the specifications allow for an extension of the contract for two additional 12 month periods, after sufficient appropriations have been made through adoption of the budget in each fiscal year.

RECOMMENDATION: Staff recommends Request for Proposal RFP-1213-88 from AHI be accepted and Contract K-1213-210 be approved.