

# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139,  
www.miamibeachfl.gov

## COMMISSION MEMORANDUM

TO: Honorable Mayor Steven Miener and Members of the City Commission

FROM: Rickelle Williams, Interim City Manager 

DATE: May 15, 2024

**SUBJECT: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, ACCEPTING THE RECOMMENDATION OF THE CITY MANAGER, PURSUANT TO REQUEST FOR PROPOSALS (RFP) 2024-032-WG JANITORIAL SERVICES, AUTHORIZING THE ADMINISTRATION TO ENTER INTO SIMULTANEOUS NEGOTIATIONS WITH AMERICAN FACILITY SERVICES, INC., AND SFM SERVICES, INC., THE TIED TOP RANKED PROPOSERS IN ORDER TO ESTABLISH A PRIMARY AND SECONDARY SERVICE PROVIDER; AND, IF THE ADMINISTRATION IS NOT SUCCESSFUL IN NEGOTIATING AN AGREEMENT WITH AMERICAN FACILITY SERVICES, INC. AND/OR SFM SERVICES, INC., AUTHORIZING THE ADMINISTRATION TO ENTER TO SIMULTANEOUS NEGOTIATIONS WITH CLEAN SPACE, INC., AND OWENS, RENZ & LEE CO., INC., THE TIED THIRD RANKED PROPOSERS, IN ORDER TO ESTABLISH A PRIMARY AND/OR SECONDARY SERVICE PROVIDER, CONTINGENT UPON THE OUTCOME OF NEGOTIATIONS WITH THE TIED TOP RANKED PROPOSERS; AND FURTHER REQUIRING THAT THE FINAL NEGOTIATED AGREEMENT(S) BE SUBJECT TO THE PRIOR APPROVAL OF THE MAYOR AND CITY COMMISSION.**

### **RECOMMENDATION**

The Administration recommends that the Mayor and City Commission of the City of Miami Beach, Florida, approve the Resolution accepting this recommendation, pursuant to Request for Proposals (RFP) 2024-032-WG Janitorial Services, authorizing the Administration to simultaneously negotiate with both American Facility Services, Inc., and SFM Services, Inc., the tied top-ranked proposers, in order to establish a primary and secondary service provider. If negotiations with the top-ranked proposers are not successful, the Resolution authorizes the Administration to simultaneously negotiate with both Clean Space, Inc., and Owens, Renz & Lee Co., Inc., the tied third-ranked proposers in order to establish a primary and/or secondary service provider, contingent upon the outcome of the negotiations with the top tied ranked proposers. Finally, the Resolution requires that the final negotiated agreement(s) be subject to the prior approval of the Mayor and City Commission.

This solicitation is currently under the cone of silence.

### **BACKGROUND/ HISTORY**

The City maintains high cleanliness standards and requires professional janitorial services to provide cleaning and maintenance services for its various types of facilities. Janitorial services play a crucial role in maintaining a clean, safe, and hygienic environment for residents, employees, and visitors, and provide the following benefits:

1. Cleanliness and Hygiene: Janitorial services ensure that spaces are kept clean and sanitary. This includes cleaning floors, surfaces, restrooms, and other areas to prevent the spread of germs and maintain a healthy environment.

Request for Proposals (RFP) No. 2024-032-WG Janitorial Services  
May 15, 2024  
Page 2

2. Health and Safety: Regular cleaning and maintenance help prevent accidents and injuries by keeping walkways clear of debris and ensuring that hazardous substances are properly handled and disposed of.
3. Preservation of Property: Janitorial services help protect the condition and longevity of a building and its fixtures by performing routine maintenance tasks, such as dusting, vacuuming, and cleaning, which can prevent wear and tear.
4. Improved Appearance: Clean and well-maintained spaces create a positive impression on residents, employees, and visitors.
5. Time and Cost Efficiency: Engaging professional janitorial services contractors can be more efficient and cost-effective than managing in-house cleaning staff and, allows organizations to focus on their core operations while leaving the cleaning and maintenance to experts.
6. Environmental Responsibility: The requirements for City janitorial services include environmentally friendly cleaning practices and products to reduce the environmental impact of their operations. This includes using eco-friendly cleaning agents and promoting recycling and waste reduction.
7. Flexibility: Janitorial services can be tailored to the unique needs and schedules of each facility and scheduled daily, weekly, monthly, or one-time cleaning services, depending on the requirements of each facility.

Overall, the purpose of engaging a professional janitorial services contractor is to ensure that the City's physical spaces are clean, safe, and well-maintained; contribute to the health, comfort, and productivity of residents, employees, and visitors; and meet the City's cleanliness standards.

Accordingly, this item seeks approval to award the RFP for janitorial services to establish a replacement contract once the current contract expires on May 27, 2024. As a result of the expiring contract, the RFP was developed seeking proposals for a replacement agreement.

#### **ANALYSIS**

On October 18, 2023, the Mayor and City Commission approved the issuance of RFP 2024-032-WG Janitorial Services. On October 19, 2023, RFP 2024-032-WG was issued. Bid notices were issued to 16,000 companies, with 181 prospective bidders accessing the advertised solicitation. A voluntary pre-proposal conference to provide information to proposers submitting a response was held on November 2, 2023. Seven (7) addenda were issued. RFP responses were due and received on February 2, 2024. The City received a total of 13 proposals from the following firms:

305 Multiple Services, Inc.  
Able Business Services, Inc.  
American Facility Services, Inc.  
Chi-Ada Corporation  
Clean Space, Inc.  
Dream Clean, Inc.  
Encompass Onsite, LLC  
Kleen Tech Services LLC  
Owens, Renz & Lee Co., Inc.

Request for Proposals (RFP) No. 2024-032-WG Janitorial Services  
May 15, 2024  
Page 3

SFM Services, Inc.  
Star Building Services, Inc.  
United Services, Inc.  
Z&CJS, Inc.

The proposals submitted by 305 Multiple Services, Inc., Able Business Services, Inc., Dream Clean, Inc., and Encompass Onsite, LLC failed to meet the requirements of the RFP and were deemed non-responsive and, therefore, received no further consideration.

On February 24, 2024, the City Manager appointed an Evaluation Committee via LTC # 065-2024. The Evaluation Committee convened on March 6th and 7th, 2024, to consider the responsive proposals received. The Committee was comprised of Marcel Couso, Senior Parking Operations Manager, Parking Department; Jose Del Risco, Assistant Director, Parks and Recreation Department; and Elvis Santana, Facilities Zone Manager, Facilities and Fleet Management Department.

The Committee was provided an overview of the project, and information relative to the City's Cone of Silence Ordinance and the Government Sunshine Law. The Committee was also provided with general information on the scope of services and a copy of each proposal. The Committee was instructed to score and rank each proposal pursuant to the evaluation criteria established in the RFP.

The evaluation process resulted in the proposers being ranked by the Evaluation Committee in the following order (See Attachment A):

- 1<sup>st</sup> ranked – American Facility Services, Inc.
- 1<sup>st</sup> ranked – SFM Services, Inc.
- 3<sup>rd</sup> ranked – Clean Space, Inc.
- 3<sup>rd</sup> ranked – Owens, Renz & Lee Co., Inc. dba Owens Realty Services
- 5<sup>th</sup> ranked – United Services, Inc.
- 6<sup>th</sup> ranked – Kleen-Tech Services LLC
- 7<sup>th</sup> ranked – Star Building Services, Inc.
- 8<sup>th</sup> ranked – Z&CJS, Inc.
- 9<sup>th</sup> ranked – Chi-Ada Corporation

The Evaluation Committee resulted in American Facility Services, Inc., and SFM Services, Inc., as the tied top-ranked proposers; both firms offered extensive experience providing janitorial services to entities similar in size and scope to that of the City of Miami Beach. The Evaluation Committee noted that the service implementation plan provided by American Facility Services, Inc. was in-depth and well-detailed; they also were impressed by its state-of-the-art, web-based Quality Assurance program to facilitate its inspection, reporting, and corrective action procedures. Through its detailed, standardized, app-based system, American Facility Services, Inc. can inspect, document deficiencies, assign corrective actions, and document issue resolution with real-time reporting capabilities. The Evaluation Committee also recognized the value of the training offered to its employees.

The Evaluation Committee noted that one advantage setting SFM Services, Inc. apart from other firms was its proximity to the City of Miami Beach, allowing for quick mobilization of resources when necessary. The Committee recognized that SFM Services, Inc. has serviced the City of Miami Beach since 2019 and was a valuable resource during the COVID-19 pandemic and the labor shortage crisis. As the incumbent, SFM has experience and in-depth knowledge in keeping the City's facilities clean. The Evaluation Committee also highlighted SFM's significant local workforce as vital in promptly addressing both planned and unforeseen events within the City.

Request for Proposals (RFP) No. 2024-032-WG Janitorial Services  
May 15, 2024  
Page 4

SFM also demonstrated commitment by incorporating performance guarantees to ensure adherence to the specifications outlined in the RFP.

American Facility Services Company, Inc., is a widely respected commercial janitorial firm. They have a long, successful history of performing work in the Southeast and are in good standing with federal, state, and municipal jurisdictions. American Facility Services currently conducts business in nine southeastern states and has approximately 800 permanent employees, over 300 contracts in place, and services over 70 million square feet. Over the past five years, they have maintained a similar customer base.

American Facility Services Company, Inc., presently holds multiple contracts with various public agencies, including the City of Tampa, the City of Atlanta, the City of Fort Worth, the City of Columbia (SC), Pinellas County (FL), and Lee County (FL), among others. These city and county government projects include a variety of building types and specifications. American Facility Services Company, Inc., is capable of providing the services needed to meet the needs of the City in a cost-effective manner. The City received positive feedback from previous references.

SFM Services, Inc., is a local, minority-certified, family-owned business headquartered approximately 30 minutes away from Miami Beach in the Town of Medley. Presently, SFM Services, Inc. provides janitorial services to over 8 million square feet throughout South Florida. SFM Services, Inc. offers government buildings, municipalities, medical facilities, and commercial businesses the necessary services to maintain a clean and safe environment for their business community and residents. SFM Services, Inc. has the vast experience, talent, and practices of a large firm but the service and area knowledge of a local company dedicated to its clients' needs.

SFM Services, Inc. has a proven performance history of serving over 20 municipalities and many large commercial properties spanning from Monroe to Palm Beach County. Some of its clients include the City of Miami Beach, Miami Dade County Aviation, the City of Coral Gables, Broward Health, and Baptist Health South Florida. The City received positive feedback from previous references. Since 2019, the City has been satisfied with SFM Services, Inc.'s performance as the incumbent. SFM Services, Inc. has demonstrated flexibility in tailoring its services to meet the specific needs and preferences of the City, and its familiarity with City facilities would enable them to adapt quickly to any changes or special requirements that arise.

After reviewing the submissions, the Evaluation Committee's rankings, and commentary, the Administration recommends entering into simultaneous negotiations with American Facility Services, Inc. and SFM Services, Inc. in order to break the tie and establish primary and secondary vendors. Given the City's needs, it is prudent, in addition to having a primary service provider, to have a secondary firm awarded in the event of a performance or capacity issue with the primary firm.

Clean Space, Inc. and Owens, Renz & Lee., Inc. d/b/a Owens Realty Services were also deemed to be well qualified and were ranked third (tied) by the Evaluation Committee and should be considered if negotiations with the top-ranked proposers are not successful in order to establish a primary and/or secondary service provider, contingent upon the outcome of negotiations with the tied top-ranked proposers.

#### **FISCAL IMPACT STATEMENT**

Funding for janitorial services Citywide is subject to the approval of funds through the City's budgeting process. The annual expenditures for these services have averaged \$2.5 million in the last three (3) fiscal years.

Request for Proposals (RFP) No. 2024-032-WG Janitorial Services  
May 15, 2024  
Page 5

Based on the proposals submitted by American Facility Services, Inc. and SFM Services, Inc., the top-ranked firms, Staff performed a cost analysis to determine whether the fiscal impact was in the City's best interest. The cost analysis compared the costs submitted under the RFP to similar line items in the current contract. In total, it has been determined that American Facility Services, Inc. provided a total cost that was about 52% less compared to the current contract. Alternatively, SFM Services, Inc provided a total cost that was about a 13% increase compared to the current contract. The Consumer Price Index (CPI) change since the current contract was awarded in May 2019 is approximately 22%. Accordingly, the proposed increase is much less than the historical increase since the inception of the most current contract.

**Financial Information**

Amounts/Accounts

520-1720-000325-34-413-592-00-00-00 (\$1,980,000.00)  
520-1720-000342-34-413-592-00-00-00 (\$15,000.00)  
427-0427-000325-29-413-517-00-00-00 (\$7,600.00)  
425-0410-000325-29-413-513-00-00-00 (\$7,600.00)  
425-0420-000325-29-413-513-00-00-00 (\$10,000.00)  
120-6230-000342-34-404-537-00-00-00 (\$4,000.00)  
119-6231-000325-34-401-508-00-00-00 (\$1,500.00)  
110-6232-000325-34-401-508-00-00-00 (\$1,500.00)  
111-6233-000325-34-401-508-00-00-00 (\$1,500.00)  
142-6976-000325-27-413-526-00-00-00 (\$60,000.00)  
463-1990-000325-27-413-526-00-00-00 (\$62,000.00)  
467-1996-000325-27-413-526-00-00-00 (\$56,000.00)  
468-1998-000325-27-413-526-00-00-00 (\$58,000.00)  
480-0463-000325-27-413-526-00-00-00 (\$404,000.00)  
510-1780-000325-34-413-592-00-00-00 (\$22,430.52)  
435-0430-000325-29-413-511-00-00-00 (\$38,000.00)  
011-1240-000325-19-401-598-00-00-00 (\$28,200.00)  
011-0950-000325-28-406-545-00-00-00 (\$756,000.00)

FY 2025 funding is subject to FY 2025 budget appropriation.

**CONCLUSION**

Based on the foregoing, the Administration recommends that the Mayor and City Commission approve the Resolution authorizing the Administration to enter into simultaneously negotiations with both American Facility Services, Inc., and SFM Services, Inc., the tied top-ranked proposers, in order to establish a primary and secondary service provider. If negotiations with the top-ranked proposers are not successful, the Resolution authorizes the Administration to simultaneously negotiate with both Clean Space, Inc., and Owens, Renz & Lee Co., Inc., the tied third-ranked proposers, in order to establish a primary and/or secondary service provider, contingent upon the outcome of negotiations with the tied top proposers. Finally, the Resolution requires that the final negotiated agreement(s) be subject to the prior approval of the Mayor and City Commission.

**LOBBYIST DISCLOSURE**

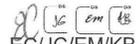
In accordance with Resolution No. 2023-32857, adopted by the City Commission on December 13, 2023, the following information has been provided by the Administration:

1. Was the Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481,

Request for Proposals (RFP) No. 2024-032-WG Janitorial Services  
May 15, 2024  
Page 6

includes a principal engaged in  
lobbying? **No.**

2. If so, specify name of lobbyist(s) and principal(s): **Not applicable.**

  
EC/JG/EM/KB

ATTACHMENT A

RFP 2024-032-WG Janitorial Services	Marcel Couso			Jose Del Risco			Elvis Santana			Low Aggregate Totals	Ranking			
	Ranking	Quantitative		Subtotal	Quantitative		Subtotal	Quantitative				Subtotal		
		1	2		3	4		5	6				7	8
American Facility Services, Inc.	50	25	75	1	40	25	65	4	54	25	79	1	6	1
Chi-Ada Corporation	25	9	34	9	30	9	39	8	44	9	53	8	25	9
Clean Space, Inc.	60	14	74	2	65	14	79	2	40	14	54	7	11	3
Kleen-Tech Services LLC	50	13	63	6	45	13	58	6	62	13	75	3	15	6
Owens, Renz & Lee Co., Inc. dba Owens Realty Services	58	13	71	4	60	13	73	3	55	13	68	4	11	3
SFM Services, Inc.	60	11	71	4	75	11	86	1	69	11	79	1	6	1
Star Building Services, Inc.	40	13	53	7	25	13	38	9	53	13	66	5	21	7
United Services, Inc.	65	9	74	2	50	9	59	5	52	9	61	6	13	5
Z&CJS, Inc.	20	15	35	8	35	15	50	7	25	15	40	9	24	8

Proposer	Cost Proposed	Quantitative Points			Total Points Awarded	Veteran's Points	Total Quantitative (Cost + Veteran's)
		Maximum Points	Total Points	Cost			
American Facility Services, Inc.	\$ 1,665,543.2	25	25	25	0	25	
Chi-Ada Corporation	\$ 4,682,960.56	25	9	9	0	9	
Clean Space, Inc.	\$ 3,264,351.69	25	14	14	0	14	
Kleen-Tech Services LLC	\$ 3,497,326.09	25	13	13	0	13	
Owens, Renz & Lee Co., Inc. dba Owens Realty Services	\$ 3,665,568.48	25	13	13	0	13	
SFM Services, Inc.	\$ 4,415,939.88	25	11	11	0	11	
Star Building Services, Inc.	\$ 3,609,003.92	25	13	13	0	13	
United Services, Inc.	\$ 5,569,174.95	25	9	9	0	9	
Z&CJS, Inc.	\$ 3,824,622.76	25	15	15	0	15	