

LARIMER COUNTY PROPOSAL #13-01
FACILITIES DEPARTMENT
MARCH 20, 2013, 2:00 P.M.

Proposals to consider contracting with a company to provide custodial services for the Larimer County Facilities Department were accepted on Wednesday, March 20, 2013, 2013 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Heather MacMillan, Purchasing Agent I and recorded by Les Brown, Department Specialist II. The following proposals were received:

VENDOR

McLemore Building Maintenance
Able Building Maintenance
Varsity Facility Services
American Facility Services Group
D&N Cleaning & Janitorial Services
Carnation Building Service, Inc

No decision of award was made pending review and recommendation by the Larimer County Facilities Department.

The Larimer County Facilities Department reviewed the proposals shortlisted the three top-scoring vendors. After interviewing the shortlisted vendors, the Larimer County Facilities Department recommends accepting the proposal from D & N Cleaning & Janitorial Inc. in the estimated annual amount of \$498,521.28, per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.



Kathryn Rowe
Purchasing Director



Carol L. Block, Financial Services Director
For the Board of Larimer County Commissioners



PURCHASING DEPARTMENT

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TO: Steve Balderson, Facilities Operations Manager
Bill Therrien, Facilities Support Services Manager

FROM: Heather MacMillan, Purchasing Agent I

DATE: 3/20/13

SUBJECT: P13-01, Custodial Services

Transmitted for your review and recommendation, are the proposals received to consider contracting with a vendor to provide custodial services. Please fill in this form and return it to me via interoffice mail or fax.

The following criteria must be used to evaluate the proposals:

1. Cost & Proposed Staffing
2. References, Experience & Qualifications
3. Floor Care Plans
4. Management Structure and Qualifications
5. Recommended Service
6. Training Program & Safety Data

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files.

Explain why you want to award the work to a particular vendor and the dollar amount of the award:

The Evaluation Committee decided to interview each of the three top-scoring vendors. After interviewing each vendor, the Evaluation Committee has unanimously selected D & N Cleaning and Janitorial in the estimated annual amount of \$498,521.28 for the following reasons:

- 1) Of the three vendors interviewed, D & N offered the greatest amount of crew supervision time. D&N offers one working manager who oversees all locations, and six working account supervisors for crews. The working manager works cleaning with the crew for part of the evening, then heads to other buildings to check their work and help out if necessary. The six working supervisors clean, and once they finish their floor, they pass back through to ensure their work and that of their coworkers has been completed properly.
- 2) Of the three vendors interviewed, D & N was the only one which will provide furniture cleaning, window cleaning and power washing at no charge.
- 3) Of the three vendors interviewed, D & N had the strongest and most favorable references.

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD

Steve Balderson Facilities Dept 5/3/2013
 DEPARTMENT HEAD SIGNATURE DEPARTMENT DATE

Thank you.