

COUNTY OF MILWAUKEE
INTER-OFFICE COMMUNICATION

DATE: July 12, 2013

TO: Supervisor Michael Mayo Sr., Chairperson, Transportation, Public Works and Transit Committee

FROM: Patrick Lee, Director of Procurement, Department of Administrative Services

SUBJECT: Housekeeping and Janitorial Services for Milwaukee County Facilities
For Information Only

REQUEST

A request was made by the Chairman of the Transportation, Public Works and Transit Committee that the Department of Administrative Services ("DAS") provide specific information related to the process and results of Housekeeping and Janitorial Services RFP, while this information was provided verbally, the following narrative provides presented and additional information.

DISCUSSION

As current agreements were expiring for housekeeping and janitorial services a solicitation of proposals from vendors for provision of these services to County facilities was required.

A RFP process was used for the solicitation and acquisition for these services. This process allows for 'best value' based acquisition, ability for negotiations and subsequent award and is process is based on the general procedures outlined in the County's ordinances.

A business group, consisting of both subject matter experts, facility stakeholders, operational personnel and staff members with a professional interest in the success of the RFP was assembled to establish business needs, acquisition strategies and the development of performance requirements related to these services. Consideration was also given to the Comprehensive Facilities Planning effort underway as the result of a facilities study completed by CBRE earlier this year, encouraging a "one County, one landlord" approach to facilities and the use of vendor rationalization best business practices.

The resulting RFP outlined such elements as minimum standards and requested services in order for proposers to offer solutions to the objectives, problems, and needs set forth in the RFP. Proposers were encouraged to define how they intended to meet or exceed the RFP requirements. The RFP described evaluation criteria (including cost, technical knowledge and experience, quality of labor/personnel, and references/work history) and the relative weights applied to each criteria.

Upon completion a broad notification of the RFP was performed via publication, posting on the Milwaukee County Procurement website, posting on the Milwaukee County Business Opportunity Portal, submission to CBDP office, use of the County's E-notify System, and direct identification of potential vendors. The use of E-notify alone, achieved notification to thousands

supplying janitorial services to Milwaukee County. The RFP provided for a five-week response timeframe, with a submission deadline of December 3 2012.

Additionally, a pre-bid conference and tours of all facilities covered by the RFP was held. These Pre-Bid Tours and Meeting began on November 12, 2012 with 19 potential proposers represented.

An opportunity to request RFP clarification was also provided through an open 'Question and Answer' period, with notification of submitted questions and corresponding answers being publicly posted on October 29 2012.

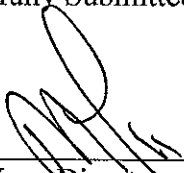
Numerous proposals were received by the deadline. Upon receipt of these proposals an Evaluation Panel was formed for technical scoring of each proposal. Each proposal was individually and independently scored for technical merits. A separate cost scoring was performed. Scores (technical and cost) were merged and resulted in a 'recommended' vendor by evaluation panel. The recommended vendor's total evaluative score (cost, technical knowledge, experience, quality of labor/personnel, and references/work history) by the Evaluation Panel members was the highest of all proposers and determined a competitive range; as such the Evaluation Panel recommended that the Department of Administrative Services ("DAS") enter into negotiations with recommended vendor.

As RFP process provides for a negotiated agreement and after conducting additional in-depth tours of all facilities and extensive negotiations, the recommended vendor submitted its best and final offer on May 22, 2013. This best and final offer is incorporated into the proposer's original RFP response to create the final terms of the agreement.

Required reviews and approvals were also secured as required from Corporation Counsel, CBDP for DBE compliance and Risk for meeting insurance standards.

Milwaukee County issued an "Intent to Award" as required on Monday, June 03, 2013. No protests were received by the required deadline.

Respectfully Submitted:



Patrick Lee, Director of Procurement
Department of Administrative Services

cc: Don Tyler, Director of Administrative Services