



## Legislation Text

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**File #:** 22-2509, **Version:** 1

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**TO:** Honorable Mayor & Members of the North Port Commission

**FROM:** A. Jerome Fletcher II, ICMA-CM, MPA, City Manager

**TITLE:** Award RFB No. 2022-16 for Janitorial Services to Emerald Facility Management, LLC., dba Emerald Facility Services, in the Amount of \$179,460.00 For the Initial Term from the Date of Award Through and Including June 21, 2024, with an Option to Renew for Two Additional One-year Terms with 5% Compounded Increases for Second and Third Year Plus Any Additional Services on an “as-Required” Basis per the Terms and Conditions in the Solicitation and Authorize the City Manager to Approve Renewals in Accordance with the Terms and Conditions in the Solicitation

### **Recommended Action**

Award RFB No. 2022-16 for Janitorial Services to Emerald Facility Management, LLC., dba Emerald Facility Services, in the amount of \$179,460.00 for the initial term from the date of award through and including June 21, 2024, with an option to renew for two additional one-year terms with 5% compounded increases for second and third years plus any additional services on an “as-required” basis per the terms and conditions in the solicitation and authorize the City Manager to approve renewals in accordance with the terms and conditions in the solicitation.

### **Background Information**

This is an annual contract for cleaning services at City of North Port facilities. The Request for Bid (RFB) includes regular daily janitorial services and hourly/square foot prices for additional services as needed, such as:

- Carpet cleaning services beyond contractual annual cleaning
- Porter service
- Pressure washing
- Emergency cleaning
- Cleaning after events

Bid Broadcast date was March 31, 2022, and Response Due was on May 2, 2022. Seven (7) bids were per the attached Tabulation sheet. Recommended award to Emerald Facility Management, LLC., dba Emerald Facility Services as the lowest responsive and most responsible bidder overall.

The initial term of award is from the date of this approval through and including June 21, 2024, and may be renewed at the same terms and conditions for two additional one-year terms by mutual agreement, with 5% compounded increases for the second and third-year renewals, plus any additional services on an “as-required” basis.

### **Strategic Plan**

Efficient and Effective Government

### **Financial Impact**

\$179,460.00 has been budgeted in account number 001-0760-519.34-00.

Future fiscal years to be determined by budget.

### **Procurement**

Janitorial services are being procured pursuant to Section 2-404 of the City of North Port Procurement Code - Competitive Sealed Bid Process.

### **Company Details:**

Emerald Facility Management, LLC., dba Emerald Facility Services  
11701 South Belcher Road, Suite 124  
Largo, FL 33773

### **Attachments:**

1. Notice of Intent to Award
2. Award Recommendation Memo
3. Bid Tabulation
4. Emerald Facility Services 2022-16 Janitorial Services Submittal
5. RFB No. 2022-16 Janitorial Services
6. Due Diligence Review
7. Unofficial Bid Tabulation
8. Florida Division of Corporations Document

**Prepared by:** Garrett Woods, Business Manager

**Department Director:** Chuck Speake, Public Works Director