



CITY OF NORTH PORT
 FINANCE DEPARTMENT/PURCHASING DIVISION
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AWARD RECOMMENDATION

To: Chuck Speake, Public Works Director
Thru: Garrett Woods, Business Manager
From: Geoff Thomas, Contract Administrator I
Date: 10/7/2022
Subject: RFB NO. 2022-16 Janitorial Services for the City of North Port

I. Bid opening was held on May 2, 2022. Seven (7) bids were received from American Facility Services, Inc., At your Service Cleaning Group, Inc., Boro Building & Property Maintenance, Clean Space, Inc., Emerald Facility Management, LLC., United States Service Industries, Inc., 3H Services System, Inc. Boro Building & Property Maintenance was deemed non-responsive. Recommend award to American Facility Services, Inc., the second lowest total price since Emerald Facility Management, LLC., resigned and withdrew their services due to the inability to sufficiently meet the city’s requirements:

COMPANY NAME	Item	Description	PRICE
American Facility Services, Inc.	Groups 1-5	Janitorial Services	\$182,021.88

Please review the submittals, provided to **Garrett Woods**. Purchasing has reviewed the submittals and has determined the apparent low bidder to be responsive in accordance with the specifications and addenda (see attached tabulation). A responsive submittal is one which conforms in all material respects to the solicitation. Refers to a bid that contains no exceptions or deviations from the terms, conditions, and specifications. The award of the bid was by second lowest total price.

Public Works Staff must review bid documents to determine if the bidder is responsible. A responsible person, company or entity is determined to have the capability in all respects to fully perform the contract requirements and has the integrity and reliability which will assure good faith performance and the capacity and capability to perform in accordance with the specifications. Additionally, verify the references and make sure the qualifications which were specified in the solicitation have been met. Please complete and sign this form and attach your recommendation along with the recommendation of Project Manager/Consultant for Finance Director’s approval. **Upon receipt of this form, I will post Notice of Intent (NOI) and will initiate the contract process.**

II.

	APPARENT LOW BIDDER SUBMITTAL: Emerald Facility Services	APPARENT LOW BIDDER SUBMITTAL		
		YES	NO	N/A or OTHER
		1	Procurement reviewed and determined the apparent low bidder to be responsive: American Facility Services, Inc.	✓
2	Project Manager/Engineer reviewed and determined the apparent low bidder to be responsible bidder meeting or exceeding specifications: American Facility Services, Inc.	✓		
3	Department Director recommendation: to the second lowest responsive, responsible bidder meeting or exceeding specifications: American Facility Services, Inc.	✓		

III. Contract Award to be approved by Commission at the Regular or ___ District meeting on November 8, _____ 2022.

Account Number	Project	Available Amount
001-0760-519.34-00		\$182,021.88

IV. Signatures

<p>Chuck Speake <small>Digitally signed by Chuck Speake Date: 2022.10.11 07:49:03 -04'00'</small></p>	_____	Date
<p>Chuck Speake , Public Works Director GARRETT WOODS <small>Digitally signed by GARRETT WOODS Date: 2022.10.08 2:01:53 PM -04'00'</small></p>	_____	Date
<p>Garrett Woods, Business Manager Ginny Duyn <small>Digitally signed by Ginny Duyn Date: 2022.10.11 15:54:45 -04'00'</small></p>	_____	Date
<p>Ginny Duyn, Senior Purchasing Administrator Lisa Herrmann <small>Digitally signed by Lisa Herrmann Date: 2022.10.11 16:54:57 -04'00'</small></p>	_____	Date
<p>Lisa Herrmann, Budget Manager Lisa Herrmann <small>Digitally signed by Lisa Herrmann Date: 2022.10.11 16:55:11 -04'00'</small></p>	_____	Date
<p>Kim Williams, Finance Director</p>	_____	Date