



CITY OF NORTH PORT
 FINANCE DEPARTMENT/PURCHASING DIVISION
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MEMORANDUM

TO: Sandy Pfundheller, Director of Parks & Recreation

THROUGH: Cheryl Greiner, Business Operations Manager

FROM: Donald Keith Raney, Contract Administrator II

DATE: January 6, 2025

SUBJECT: **RFB NO. 2025-11/ Review and Recommendation
 Citywide Park Facility Debris Removal and Restroom Cleaning**

I. The above referenced solicitation was broadcasted to 248 suppliers plus 3 supplemental suppliers. Seven (7) responses were received from the following firms:

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| <p>FIRMS: Clean Space, Inc. At Your Service Cleaning Group All Saints Ministries, Inc. Klen Space, Inc. T &K Love and Caring Services, Inc.-NON RESPONSIVE Boro Building & Property Maintenance Cha-Ada Corporation</p> |
| <p>(Responsiveness: all requested documents submitted)</p> |
| <p>See attached tabulation for remarks.</p> |

Please review the submittal, provided via e-mail. Purchasing has reviewed the submittals and has determined the apparent low quoter 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. This quote contains no exceptions or deviations from the terms, conditions, and specifications.

CRITERIA FOR AWARD: The award of this Quote will be to the lowest overall responsive, responsible Quoter meeting or exceeding all the specifications contained herein. The City reserves the right to award this quote in whole or in part, or by line item, whichever is in the best interest of the City. Other considerations of award may be references, experience of the quoter with accounts of this size or larger, prior performance evaluations created by the City, and number of years in business.

The City reserves the right to reject the quote submittal of any Quoter who has previously failed to perform properly, or on time, or who is not able to satisfactorily deliver the goods or perform the services specified herein.

PR (Parks & Recreation) staff shall review the submittal to determine if the quoter 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 as applicable (**Section II B & C, below**) 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 the Department for Finance Director's approval. **Upon receipt of this form, I will post Notice of Intent (NOI) and you may initiate the contract process.**

II. Recommendation of Award to:

| | SUBMITTALS: Clean Space, Inc. | APPARENT LOW QUOTER SUBMITTAL | | |
|---|--|-------------------------------|----|--------------|
| | | YES | NO | N/A or OTHER |
| A | Procurement reviewed and determined the apparent low quoter to be responsive: | ✓ | | |
| B | Business Operations Manager reviewed and determined the apparent low quoter to be responsible meeting or exceeding specifications: | ✓ | | |
| C | Department Director recommendation of award: to the lowest responsive, responsible quoter meeting or exceeding specifications: | ✓ | | |

| Account Number | Project | Available Amount |
|--------------------|---------|------------------|
| 001-3038-572-34-00 | N/A | \$ 164,000 |
| 125-3040-572-34-00 | N/A | \$ 27,050 |

Estimate of Probable Cost (Department or Engineer): (attach additional pages if needed): \$ **191,050**

Cheryl Greiner, Business Operations Manager

Sandy Pfundheller, Director of Parks and Recreations

Alla Skipper, Senior Contract Administrator

Lisa Herrmann, Budget Manager

Kimberly Williams, Finance Director