



## MEMORANDUM

**To:** Honorable Mayor and Town Council  
**From:** Rafael G. Casals, Town Manager  
**Date:** October 18, 2017  
**Re:** Award of RFP No. 17-09: Janitorial Maintenance Services

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING KELLY JANITORIAL SYSTEMS, INC. TO PROVIDE JANITORIAL MAINTENANCE SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

The Town Council on July 19, 2017 via Resolution No. 17-58 authorized staff to issue a Request for Proposal (RFP) No. 17-09: Janitorial Maintenance Services. The RFP was advertised in a newspaper of general circulation (*Attachment "A"*) which, complies with the Town's Code Chapter 24, Article II. A "Mandatory" pre-RFP meeting was held on August 17, 2017 at 10:00 a.m., at which time seven (7) potential bidders participated (*Attachment "B"*). The RFP had a due date and time of September 28, 2017 at 2:00 p.m. The Town received five (5) sealed bid package, from potential contractors which, were publicly opened at Town Hall.

A comprehensive RFP Submittal Review was completed by the Town's Selection Committee for RFP 17-09 (*Attachment "C"*) which resulted in the recommendation of Kelly Janitorial Systems, Inc. as the "most responsible and responsive" proposer.

A copy of proposer: Kelly Janitorial Systems, Inc. RFP submittal is attached as (*Attachment "D"*).

Pursuant to RFP No. 17-09, maintenance services will be provided at the following Town facilities:



<b>NAME</b>	<b>LOCATION</b>
Cutler Ridge Park & Pool Recreation Building	10100 SW 200 Street Cutler Bay, FL 33189
Cutler Ridge Park Restrooms	10100 SW 200 Street Cutler Bay, FL 33189
Cutler Ridge Pool Restrooms/Showers	10100 SW 200 Street Cutler Bay, FL 33189
Saga Bay Park	8000 SW 205 Street Cutler Bay, FL 33189
Bel Aire Park	18500 SW 97 Avenue Cutler Bay, FL 33157
Lakes by the Bay Park	8551 SW 216 Street Cutler Bay, FL 33189
Franjo Park	20175 Franjo Road Cutler Bay, FL 33189

### **RECOMMENDATION**

Based on the Selection Committee’s evaluation and recommendation of the “most responsible and responsive” proposer, Kelly Janitorial Systems, Inc., it is recommended that the Town Council approve the attached Resolution.

### **ATTACHMENTS**

- Attachment “A” – Advertisement – Daily Business Review (*July 27, 2017*)
- Attachment “B” – Mandatory Pre-RFP Meeting Sign-in Sheet (*August 17, 2017*)
- Attachment “C” – Town Selection Committee’s Recommendation (*October 4, 2017*)
- Attachment “D” – Bidder’s Submittal Package

