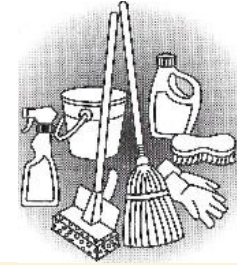


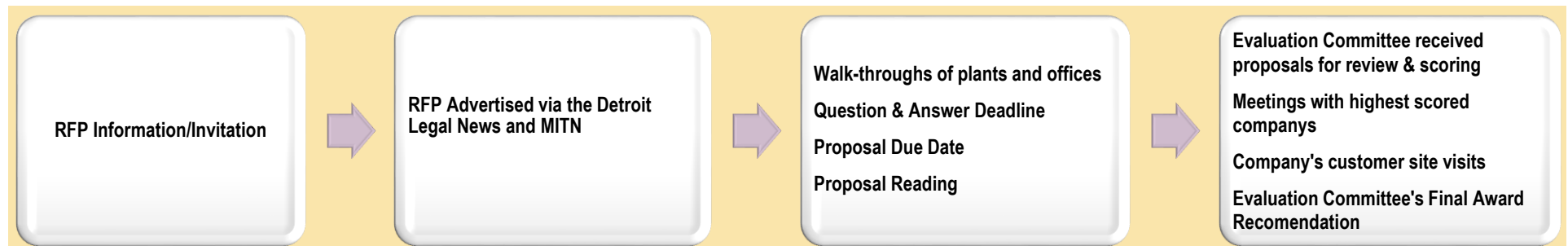
# RFP# 48845 – COMMERCIAL JANITORIAL SERVICES PROJECT OVERVIEW



## 1. PROJECT BACKGROUND AND DESCRIPTION

After DWSD's job function assessment was conducted by the PMA Consulting Group, custodial services was determined to be a non-essential function within DWSD's operations. Accordingly, leaders of the Executive Management Team determined that the RFP process would be the best approach to obtain proposals to outsource this service being performed by current DWSD employees.

The scope of work requests a Commercial Janitorial Services contract for twelve (12) DWSD locations to be performed over a three (3) year period with two (2) – one (1) year renewal options. The RFP requested companies to consider hiring several potential DWSD displaced employees and it was determined that more than one contract would be awarded to minimize serviceability risk. *After the initial contract term, DWSD can determine if a single-source company would be better suited future-forward.*



## 2. PROCESS OVERVIEW

DATE	ACTION	RESULTS
7/26/13	Several Michigan-based companies were targeted to discover their interest with wanting to submit a proposal for this requirement	The request was placed on hold pending further cost assessments
7/02/14	<ul style="list-style-type: none"> <li>RFP invitations e-mailed; DWSD Executive Management Team Members cc'd</li> <li><b>52 companies</b> were initially targeted; <b>(Attachment A)</b></li> </ul>	<ul style="list-style-type: none"> <li>Provided companies with an overview of the general scope of work, bond and insurance requirements, service company requirements and targeted solicitation date</li> <li><b>19 companies responded</b></li> </ul>
8/01/14	<ul style="list-style-type: none"> <li>RFP was advertised in the Detroit Legal News and solicited via MITN; <b>(Attachment B)</b></li> <li>Copy of RFP was forwarded to HR Division to submit to the respective union for review and potential response</li> </ul>	<b>142 suppliers</b> were targeted: <ul style="list-style-type: none"> <li><b>48 suppliers</b> viewed the solicitation - 34%</li> <li><b>94 suppliers</b> didn't view the solicitation – 66%</li> </ul>

DATE	ACTION	RESULTS
8/11 - 8/28/14	Walk-throughs were originally scheduled for 38 sites	<ul style="list-style-type: none"> <li>Twenty-six (26) Pumping Stations were removed from the RFP's via Rider #1 (dated 8/27/2014) due to the sites being un-manned or minimal employee activity.</li> <li>Grouping of sites were reduced from ten (10) to five (5).</li> <li>A total of 14 companies participated in the walk-throughs <b>(Attachment C)</b></li> </ul>
9/5/2014	Question & Answer period	9/12/2014 - Responses were returned
9/26/14	Proposals due	Eight (8) Total proposals and four (4) statements of "No Bid" were received
9/30/14	RFP Reading	<p>Seven (7) proposals were acceptable</p> <ul style="list-style-type: none"> <li>One (1) company failed to provide a signed proposal or letter of intent</li> </ul>
10/13/14	Proposals were submitted to the five (5) committee members; inclusive of the RFP's cost proposal tabulation and walk-through participant information.	<b>Attachment D – Final Summarized Cost Proposal Tabulation</b>
11/10/14	1 <sup>st</sup> Committee Meeting	<ul style="list-style-type: none"> <li>Assessed each company's proposal; detailing the pros/cons</li> <li>Provided preliminary proposal scores to determine which companies could be considered for award</li> </ul>
12/2/14	2nd Committee Meeting with the three (3) highest scored companies	<p>Discussed:</p> <ul style="list-style-type: none"> <li>Questions related to their proposals</li> <li>Company's ability to perform the work in an industrial environments (WWTP) and service the Lake Huron plant</li> <li>Ability to hire displaced workers</li> <li>Allowed each company to ask questions and/or submit a BAFO</li> <li>Allowed each company to suggest changes to the scope of work that would enhance the quality of service and/or reduce DWSD's monthly expense</li> </ul>
12/4 – 12/5/14	DWSD Purchasing Division conducted an inspection of one (1) facility presently being serviced by the three (3) highest scored companies <b>(ATTACHMENT E)</b>	<ul style="list-style-type: none"> <li>12/4/14 – DDOT's office located at 1301 E. Warren, Detroit, MI – <b>Kristel Group, Inc.</b></li> <li>12/4/14 – Fisher Building located at 3011 W. Grand Blvd., Detroit, MI 48202 – <b>GDI Omni, Inc.</b></li> <li>12/5/14 - City of Royal Oak located at 211 Williams Street, Royal Oak, MI 48067 – <b>Giant Janitorial, Inc.</b></li> </ul>
12/16/14	<p>Final meeting on 12/16/14</p> <p><b>(ATTACHMENT F –Overview of Evaluation Committee's Final Analysis)</b></p>	<p>Discussed:</p> <ul style="list-style-type: none"> <li>Company's cost proposal details requested on 12/2/14</li> <li>Reviewed Purchasing's findings from the site inspections</li> <li>Finalized the proposal scores and recommended award(s)</li> </ul>

### 3. EVALUATION SCORES

After assessing each company's proposal and initiating meetings with the three (3) highest ranked companies, following is the Evaluation Committee's final evaluation scores for this requirement.



City of Detroit  
Water and Sewerage Dept – Procurement Division  
RFP # 48845 - Commercial Janitorial  
Dependent Eligibility Audit

#### EVALUATION RUBRIC

The following criteria shall be used by Detroit Water & Sewerage Department to evaluate all proposals which meet the minimum requirements specified in the RFP .

		Giant	GDI Omni	Kristel Group	T & N	Du-All	Lakeshore	Jani-King
<b>PHASE ONE CRITERIA - NON-ECONOMIC DEVELOPMENT</b>								
<b>Commercial Janitorial Cost Proposal</b>	(35 points max)	25	30	35	13	20	6	11
<b>Qualifications/Experience</b> (Past Performance is a factor)	(30 points max)	25	28	13	22	17	11	13
<b>Ability to hire Displaced Workers</b>	(10 points max)	9	9	8	5	5	9	4
<b>References</b>	(10 points max)	9	9	7	5	6	5	5
<b>Hiring Personnel Proposal</b>	(5 points max)	3	3	3	2	2	3	1
<i>Maximum points for Phase One Criteria not to exceed ninety (90) points.</i>	<b>subtotal</b>	<b>71</b>	<b>79</b>	<b>66</b>	<b>47</b>	<b>50</b>	<b>34</b>	<b>34</b>
<b>PHASE TWO CRITERIA - DWSD EQUALIZATION</b>								
<b>Detroit Based business</b>	(4 points max)	4	0	0	4	0	4	0
<b>Detroit Resident business</b>	(4 points max)	4	0	0	4	0	4	0
<b>Customer Based Business</b>	(2 points max)	2	0	2	2	0	2	0
<i>Maximum points for Phase Two Criteria not to exceed ten (10) points.</i>	<b>subtotal</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>
<b>GRAND TOTAL</b>		<b>81</b>	<b>79</b>	<b>68</b>	<b>57</b>	<b>50</b>	<b>44</b>	<b>34</b>

Maximum total points of ALL Criteria not to exceed one hundred (100) points.

#### 4. COST COMPARISON & SAVINGS

The expected cost reduction target is 10% for the Commercial Janitorial outsourcing project. Following is DWSD's fiscal year's budgeted costs versus the recommended awarded costs.

JANITORIAL – COST COMPARISON SUMMARY & SAVINGS						
Cost Type	FY13			FY14		
	Direct Costs	Indirect Costs (Fringe benefits)	TOTAL Cost	Direct Costs	Indirect Costs (Fringe benefits)	TOTAL Cost
1. Total Personnel Costs (Lines 1-6, Worksheet IIA)	\$ 1,547,910	\$ 573,006	\$ 2,120,916	\$ 1,544,046	\$ 686,448	\$ 2,230,494
2. Total Equipment& Supply Costs (Lines 1-6, Worksheet IIB)	\$ 98,432	\$ -	\$ 98,432	\$ -	\$ -	\$ -
3. Total Facility Costs (Lines 1-5, Worksheet IIC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Total Other Costs (Lines 1 & 2, Worksheet IID)	\$ -	\$ -	\$ -	* \$ 624,000	\$ -	* \$ 624,000
5. Total Costs	\$ 1,646,342	\$ 573,006	\$ 2,219,348	\$ 2,168,046	\$ 686,448	\$ 2,854,494
6. Less Revenues from rates			\$ -			\$ -
7. Net Cost: Full Cost (Line 5) - Revenue from rates (Line 6)	\$ 1,646,342	\$ 573,006	\$ 2,219,348	\$ 2,168,046	\$ 686,448	\$ 2,854,494
Award recommendation: GDI Omni, Inc. @ \$726,540.00 and Giant Janitorial, Inc. @ \$1,046,000.00 / annually				RFP Total Award recommendation Cost		
				Annual Savings		
				Percentage (%) Decrease / Increase		
				*Current Janitorial Services contract annual amount (CSF)		
				\$ 1,772,540		
				\$ 1,081,954		
				37.9%		