



POLK STATE COLLEGE

RECOMMENDATION Request for Proposal RFP #16-03 Custodial Services

1. Background

- a. Polk State College issued RFP# 16-03 in accordance with the requirements outlined in the Purchasing manual. The intent is to select one service agency to provide quality custodial services at all Polk State College locations within Polk County, Florida.
- b. In general
 - i. Provide labor and consumables as required by the scope of work
 - ii. Provide daily, weekly, monthly, and quarterly services
 - iii. Support disaster recovery services as directed by the College representative

c. Evaluation Committee:

Voting members		Non-voting members	
Val Baker	Dir. of Equity and Diversity	Angie Armbruster	Purchasing
Lyndon Belfon	WH Facilities Plant mgr.	Mark Lillquist	Purchasing
Howard Drake	Representing ATC	George Urbano	Facilities
Greg Harris	Faculty Representative		
Betty Holland	Representing CPS		
Steve Hull	Provost, LK Campus		
Beth Luckett	Representing Airside		
Dr. Martha Santiago	Provost, WH campus		
John Sheffield	LK Facilities Plant mgr.		

2. Advertisement: The RFP was advertised

- a. in the *Polk County Democrat*
- b. posted on the Purchasing Department's ITB/RFQ bulletin board
- c. posted on the Polk State College website at the Purchasing Department's web page RFP #16-03

3. Distribution / Submittals

- a. The RFP solicitation document was advertised October 14, 2016. Notification of the RFP solicitation document availability was emailed to firms which had requested to be on our bidders' list to provide this service.
- b. The RFP document was available for download from the Polk State College Purchasing website.
- c. A non-mandatory pre-proposal conference was held on October 28, 2016.
- d. Seven (7) proposals were received; the Purchasing Department reviewed each proposal for responsiveness in accordance with page 17, par. 5 of the RFP document.

- e. All proposals were deemed responsive, and the ETeam accepted ALL proposals. In alphabetical order:

#1	Caravan Facilities Management
#2	Creative Management Tech., Inc.
#3	GCA services Group
#4	Owens Realty Services
#5	Service Master Management
#6	Varsity Facility Services
#7	WFF Services

- f. The scores for the written submittals were:

	Average Score	Action
Caravan	3.40	
Creative	3.70	
GCA	3.70	
Owens	3.69	
Service Master	3.50	
Varsity	3.69	
WFF	4.32	Recommend

- g. In accordance with page 18, par. 5, the ETeam recommended award to the proposer with the highest score: WFF Facility Services.

- Reference Check – Pursuant to the RFP document, page 18, par. 5b, the Purchasing Department executed a written reference check of the highest scored firm. Synopsis of the reference check, copy attached, indicate all 6 responses scored WFF as “Excellent.” Likewise, a copy of the Synopsis was emailed to the ETeam for review. The ETeam’s response confirms the decision to recommend award to WFF Facilities Services without reservation.
- Oral presentation scheduled for December 14, 2016, was cancelled.
- The Evaluation Team recommends approval of the custodial services contract award to WFF Facility Services.

Should the need to replace WFF occur during the contract period, the proposer next in line from the original list will be contacted to commence contract negotiations.

RFP#16-03 APPROVED Eileen Holden 1/4/17

Dr. Eileen Holden

Date