

**TOWNSHIP OF LOWER MERION**  
***Finance Committee***  
**Issue Briefing**

**Topic:** Janitorial Services Contract

**Prepared By:** Eric Traub, Chief Financial Officer

**Date:** April 11, 2018

**I. Action To Be Considered By The Board:**

Consider for recommendation to the Board the approval of a professional services contract with Team Clean, Inc. to provide janitorial and cleaning services for Township facilities.

**II. Why This Issue Requires Board Consideration:**

A contract of this size and scope should have the approval of the Board of Commissioners.

**III. Current Policy Or Practice (If Applicable):**

The Township has had a contract with a professional cleaning services company for many years. The existing contract with the current vendor was terminated after approximately 27 months due to repeated inadequate performance at certain Township facilities.

This contract provides janitorial services for thirteen (13) separate Township facilities including: daily cleaning and cleaning supplies for the Public Safety Building and Jail, Township Administration Building, Ardmore Avenue Community Center, County Line Road Public Works Facility, Public Works Complex, Bala Gym, Bala Cynwyd Library, Ludington Library, Bryn Mawr Community Center, Library Processing Center, Ardmore Library, Gladwyne Library and the Bryn Mawr Spring House.

**IV. Other Relevant Background Information:**

The Township issued a Request for Proposals (RFP) for Janitorial Services from qualified firms for a contract, with a proposed May 1, 2018 start date. The RFP also included an option to renew (at the sole discretion of the Township) for each of the three subsequent calendar years (2019, 2020, 2021). If the Township should exercise its option to renew this contract, price adjustments for the renewed annual term will be limited to the September release of the Consumer Price Index for all Urban Consumers for the Philadelphia Area. A four (4) member Selection Committee comprised of Al Augustine, Facilities Maintenance Supervisor, Lieutenant John Tucci, Jean Knapp, Bala Cynwyd Library and Jennifer Wark, Ludington Library were responsible for evaluating the responses to the RFP with support from Finance Department staff.

The RFP was issued to over 20 firms of which eight submitted proposals. The proposal review process, outlined in the RFP, included specific criteria for evaluating and scoring the proposals, which included: compliance with specifications set forth in RFP, satisfactory response to a questionnaire, contractor's past performance, availability of back-up personnel and overall costs. Some of the more important specifications and requirements include: a company's work force and supervision, good quality control program, ability to meet the Township's security investigation of the contractor's personnel (or background check) and performance. In addition, Finance Department personnel completed reference checks on the five vendors that had the lowest cost proposals. The Selection Committee members scored the proposals independently based on this information and then jointly discussed their evaluations.

Overall, Team Clean, Inc. had the highest technical, cost and combined scores. In addition, each member of the Selection Committee ranked Team Clean the highest on the technical score component. Team Clean, Inc. held this contract with the Township for over a decade prior to 2016 and in that time largely provided high quality service and was responsive to the Township. The strong technical and cost proposal from Team Clean, Inc. combined with their strong references and the Township's positive past experience with the company made a clear argument for Team Clean.

<b>Vendor</b>	<b>Technical Score</b>	<b>Cost Score</b>	<b>Total Score</b>	<b>Annual Costs</b>
Team Clean, Inc.	70.4	20.0	90.4	\$127,192
Kzach Services	52.9	18.7	71.6	\$135,185
Main Line Custom Clean, LLC	48.3	11.1	59.4	\$164,266
B & E Service, Inc.	40.8	14.2	55.0	\$193,922
Quality Facility Solutions	33.8	9.5	43.3	\$183,900

Note: Three additional vendors were not included in the technical review due to their high costs

## **V. Impact On Township Finances:**

This contract will be paid out of the Facilities Maintenance operating budget. There are several add alternates that are recommended at a modest annual cost of \$4,142 and two add alternates that are not recommended. The window and carpet cleaning for all facilities will be put out for quotes separately in the near future. The total annual cost of the contract for is \$127,192 which is \$16,634 or 12% less than the initial costs of the previous contract with for similar services which began in 2016.

## **VI. Staff Recommendation:**

Staff recommends the Board of Commissioners approve the professional services contract with Team Clean, Inc.