




## INTEROFFICE MEMORANDUM

**TO:** Felicia Strong-Whitaker, Director, Purchasing and Contract Compliance

**FROM:** Joseph Davis, Director, DREAM 

**DATE:** January 24, 2022

**SUBJECT:** Recommendation Award – ITB #21ITB130447C-GS, **Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H, & I)-FY2022**

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**Recommendation:** We are recommending approval of the lowest responsible bidders for, Janitorial Services for Selected Fulton County Facilities (Groups E, F, G, H & I) in the amount total amount of \$771,929, with (A) Chi-Ada Corporation, , (Atlanta, GA) in the amount of \$437,224; (B) Quality Cleaning Services, Inc. (Douglasville, GA) in the amount of \$194,646; and (C) American Facility Services, Inc. (Alpharetta, GA) in the amount of \$140,059, to provide the highest quality cleaning services for selected Fulton County facilities for Janitorial Groups E (South Libraries), F (Other Offices North) & (Other Offices South), G (South Senior Centers), H (Arts Centers) and I (North & South Service Centers). Effective dates: April 1, 2022, through December 31, 2022, with two (2) renewal options.

**DISCUSSION:** The recommendation for award was based on the bidders' calculation cost per cleanable square footage for each facility and services within that Group to include day porter services, premium annual events and all cleaning and restroom supplies to determine the lowest responsive and responsible bidder(s) for a total annual cost for each of the six (6) different Janitorial Groups for FY2022 (of the Original Term): **Group E (South Fulton Libraries)**- consists of 14 facilities & 1 parking deck); **Group F (Other Offices North)** consists of 2 facilities and (**Other Offices South**)- consists of 8 facilities; **Group G (South Senior Centers)**- consists of 8 facilities; **Group H (Arts Centers)** consists of 3 facilities; and **Group I (North & South Service Centers)**- consists of 2 facilities. The bidder must bid on all facilities and services listed within each Janitorial Group to be considered for an award.

The recommendation, also, is based upon the bidders' references of current customers below who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this bid proposal.

The Department received and evaluated three (3) bid responses to the solicitation.

12 Month Total Base Bid Amount for FY2022:

Bidders	Group E	Group F (Offices North)	Group F (Offices South)	Group G (South Senior Centers)	Group H (Arts Centers)	Group I (Service Centers)
Chi-Ada	\$212,679.26	\$195,543.26	\$103,986.77	\$274,767.89	\$69,879.32	\$207,607.33
Quality	\$267,702.00	\$195,886.75	\$106,321.85	\$261,755.64	\$87,970.00	\$212,355.20
AFS	\$232,200.00	\$222,939.20	\$131,218.20	\$313,671.72	\$82,003.44	\$185,544.96

Evaluation Process:

Chi-ADA Corporation submitted the overall lowest responsible and responsive bids for four (4) out of the total six (6) Groups: Groups E (South Libraries), Group F: (Other Offices North), Group F (Other Offices South), and Group H (Arts Centers). Quality Cleaning Services, Inc. submitted the overall lowest responsible and responsive bids for Groups G (South Senior Centers); and American Facility Services, Inc. submitted the overall lowest responsible and responsive bids for Group I (North & South Service Centers).

Conclusion:

Therefore, we recommend Chi-Ada Corporation, Quality Cleaning Services, Inc. and American Facility Services, Inc. to be awarded as the lowest responsible bidders to provide janitorial services for these selected Fulton County facilities for Janitorial Groups E, F, G, H and I for FY2022 with effective dates: April 1, 2022, through December 31, 2022.

Recommended Bidders	Janitorial Groups	12 Month Based Bid	Award Amount (Based on 9 Remaining Months)
Chi-Ada	E, F & H	\$1,064,463.83	\$437,224.00
Quality Cleaning	G	\$1,131,991.44	\$194,646.00
American Facility	I	\$1,167,577.52	\$140,059.00
<b>Total Award Amount</b>		<b>\$3,364,032.79</b>	<b>\$771,929.00</b>

These bidders have a current contract with Fulton County and has performed very good and highly competent as a Janitorial Contractors for Fulton County as stated in their performance reports.

Funding for this recommendation for nine (9) months (April – Dec) for FY2022 in account # 100-520-5221-1176 in the total amount of \$771,929.00.

Authorized Signature: Joseph Davis  
(By Director/Deputy Director)

Date: 1/24/2022

If you require additional information, contact Harry Jordan at (404) 612-5933.

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Cc. Tim Dimond, Deputy Director, DREAM

Mike Ross, Administrator, DREAM

James Morehead, Building Services Manager, DREAM

Mark Hawks, CAPA, Team C, Purchasing & Contract Compliance

Gertis Strozier, APA, Team C, Purchasing & Contract Compliance

Harry Jordan, Contract Management Administrator, Purchasing/DREAM





## INTEROFFICE MEMORANDUM

**TO:** Joseph Davis, Director DREAM

**THROUGH:** Michael Ross, Administrator, DREAM

**FROM:** James Morehead, Building Services Manager, DREAM

**DATE:** January 21, 2022

**SUBJECT:** Bid Evaluation Form – 21ITB130447C-GS,  
Janitorial Services for Groups E, F, G, H & I– FY2022

The above mentioned ITB are being submitted for your evaluation. Please review it carefully and make your recommendation for award(s). You may retain these copies of the bid packages. Annotate your information below:

**Total Award Amount Requested:** \$ 771,929.00 (FY2022)

**Funding Line(s):** 100-520-5221-1176

**Contract Terms:** April 1, 2022 through December 31, 2022

### RECOMMENDATION/JUSTIFICATION:

Recommended Bidder	Award Authority	Notes
Chi-Ada Corporation	\$437,224.00	Groups E, F, & H
Quality Cleaning Services	\$194,646.00	Group G
American Facility Services, Inc.	\$140,059.00	Group I

### Attachments:

- 3 Bid Responses (Chi-Ada, Quality Cleaning & AFS)
- Bid Tab Sheet #21ITB130447C-GS

**Department Authorize Approval:**

Authorized Signature: Florene Thornton

Date: 01/25/2022

(By Financial Administrator)

Authorized Signature: JOSEPH M. DAVIS

Date: 1/25/2022

(By Director/Deputy Director)

C: Harry Jordan, Contract Management Administrator, Purchasing/DREAM  
Sang Gon Kim, Contracting Officer, Purchasing /DREAM  
Florene Thornton, Financial Administrator, DREAM  
Mark Hawks, CAPA, C Team, Purchasing & Contract Compliance  
Gertis Strozier, APA, C Team, Purchasing & Contract Compliance



## INTEROFFICE MEMORANDUM

Joseph N. Davis, Director  
Department of Real Estate and Asset Management  
Phone: (404) 612-5919

**TO:** Harry Jordan, Contract Administrator Supervisor

**THROUGH:** Michael Ross, Administrator

**FROM:** James M. Morehead, Building Services Manager

**DATE:** January 21, 2022

**SUBJECT:** Janitorial Recommendations

The following recommendation is forwarded for your perusal. I evaluated the bids, created a 2022 Bid Pricing Analysis Spreadsheet, and selected the lowest, responsive, and responsible bid for each Group.

The 2022 Janitorial Cost is for nine (9) months beginning 1 April 2022. I've included a 2022 Bid Pricing Analysis spreadsheet for your review. I recommend the awarding of general cleaning services for selected Fulton County Facilities to Chi-Ada Corporation (\$437,224.00); Quality Cleaning (\$194,646.00); and American Facility Services, Inc (\$140,059) for a total cost of \$771,929.00. The total cost includes a small contingency (\$4,454.05) that was distributed among all groups to cover any unexpected cost that may occur during the year.

"Whatever It Takes!"

## DISCUSSION:

Three (3) bids were received and evaluated for six (6) facility groups. The Evaluation Criteria listed in the ITB has been developed based upon experience with previous Cleaning Contracts and consultations with other organizations within the cleaning industry. The goal of this process is to award County Cleaning Contracts to reliable and responsible companies that are financially sound, with sufficient management expertise and cleaning experience to provide good service in return for the County funds expended. Additionally, when evaluating bid pricing to determine the “lowest” responsive and responsible bidder for facilities requiring day porters, the annual cost for day porters is added to the annual cleaning cost to provide a more accurate basis for comparing the bids.

Our previous experience has shown that when Contractors have had three or more Groups, or several Facility Groups dispersed around the County, was that they were unable to provide satisfactory service to that many facilities or to the larger Facilities within that particular Group. The Contractor experienced problems providing adequate staffing and supervision and was not recommended for renewal due to poor performance. Low Contractor Performance Reports occurred despite our best efforts to ensure their success. Their failure to respond to problems and their inability to implement permanent solutions to resolve recurring problems led to written notifications to the company including the imposition of deductions from their invoice as allowed by the contract.

Therefore, I recommend that we award the contract to multiple vendors to distribute the enormous cleaning responsibilities in a more feasible and equitable fashion. If selected, Chi-Ada, was the lowest responsible bidder for four (4) groups, Quality Cleaning, and American Facility were lowest responsible bidder for one (1) group each; however, all Vendors are seasoned Contractors and have held previous contracts with the County and are aware of our standards and expectations as it relates to Janitorial Services. I feel all are capable of handling any group featured on the solicitation. The issuance of four (4) groups to Chi-Ada should not pose serious problems. Presently, they’ve never received a poor Contractor Performance Report, nor have they ever received a Performance Improvement Plan. If problems should arise, Quality and American Facility are more than capable to assume added responsibilities.

**Chi-Ada was the lowest bidder for Group E (Libraries), Groups F (Other Offices North & South), and Group H (Arts Centers).** Chi-Ada is a seasoned Contractor and has successfully cleaned facilities throughout Fulton County. We recommend award to Chi-Ada for submitting the most responsible and responsive bid **(\$160,260.00) for Group—E (Libraries), Groups F Other Offices North & South (\$224,459.00) and Group H Arts Centers (\$52,505.00).**  
**(See Bid Pricing Analysis)**



**Quality Cleaning was the lowest bidder for Group—G (South Senior Centers).** Quality is a seasoned Contractor and has successfully cleaned the South Senior Centers presently and in the past. Therefore, we recommend award to Quality for submitting the most responsible and responsive bid **(\$194,646.00) for Group—G (South Senior Centers).** (See **Bid Pricing Analysis**)

**American Facility Services was the lowest bidder for Group—I (Service Centers).** American Facility Services is a seasoned contractor and has successfully cleaned similar Fulton County Facilities in the past. Therefore, we recommend award to American Facility Services for submitting the most responsible and responsive bid **(\$140,059.00) for Group—I (Service Centers).** (See **Bid Pricing Analysis**)

EGK

Attachments

C: Joseph N. Davis, Director, Department of Real Estate and Asset Management



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