

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Timothy Zuehlke
HSD Controller
DRAFTED BY

November 1, 2013
DATE DRAFTED

Awarding Contract for Cleaning at Various Human Services Buildings

- 1 **WHEREAS**, Human Services is responsible for coordinating contract cleaning services at the Rock
- 2 County Job Center and Franklin St.; and,
- 3
- 4 **WHEREAS**, Rock County prepared specifications and requested sealed proposals for 2014, 2015, and
- 5 2016, from qualified vendors to provide cleaning services for the Human Services locations; and,
- 6
- 7 **WHEREAS**, the Rock County Human Services fiscal staff did review the proposals and are
- 8 recommending the most qualified bidder of RFP #2014-06.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
- 11 this 21 day of November, 2013, that a contract for cleaning services at the Rock County Job
- 12 Center be awarded to ServiceMaster of Janesville, WI in the amount of \$42,793 for 2014; and,
- 13
- 14 **BE IT FURTHER RESOLVED**, that a contract for cleaning services at 113 Franklin St. be awarded to
- 15 CleanPower of Madison, WI in the amount of \$11,637 for 2014; and,
- 16
- 17 **BE IT FURTHER RESOLVED**, that it be a one-year contract with an option for two additional one-
- 18 year renewal periods upon the approval of the Human Services Board.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson
Brian Knudson, Chair

Sally Jean Weaver Landers
Sally Jean Weaver-Landers, Vice Chair

Terry Fell
Terry Fell

William Grahn
William Grahn

Ashley Kleven
Ashley Kleven

Phillip Owens
Phillip Owens

Terry Thomas
Terry Thomas

Shirley Williams
Marvin Wopat

FISCAL NOTE:

Sufficient funds are available in the Human Services 2014 budget for the cost of these contracts.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Sec. 59.01 and 59.51, Wis. Stats. In addition, Sec. 59.52(19), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended
Craig Knutson
Craig Knutson
County Administrator

13-11D-461

Executive Summary

The purpose of this resolution is to award the 2014 contract for cleaning services at the Job Center and 113 Franklin St. Bids were solicited for the years 2014, 2015 and 2016. The resolution gives the Human Services Board the authority to award contracts for 2015 and 2016.

Four bids were received for the Job Center, with the lowest, most qualified and responsible bid coming from ServiceMaster of Janesville. Four bids were received for 113 Franklin St., with the lowest, most qualified and responsible bid coming from Clean Power of Madison.

ServiceMaster and Clean Power have provided cleaning services for the past three years for these locations and have met the requirements of the contract.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



PROPOSAL SUMMARY FORM

PROJECT NUMBER 2014-06
PROJECT NAME CLEANING SERVICES
PROPOSAL DUE DATE SEPTEMBER 30, 2013 – 12:00 NOON
DEPARTMENT HUMAN SERVICES – FRANKLIN STREET

MONDAY THROUGH FRIDAY

	CLEAN POWER MADISON WI	SERVICEMASTER JANESVILLE WI	DIVERSIFIED JANESVILLE WI	PETERSON ROCKFORD IL
RATER 1	96	77	76	67
RATER 2	85	70	60	65
TOTAL	181	147	136	132
2014	11,637.22	11,850.00	15,496.00	13,200.00
2015	11,637.22	11,950.00	15,996.00	13,596.00
2016	11,753.59	12,050.00	16,496.00	14,003.88
TOTAL	\$ 35,028.03	\$ 35,850.00	\$ 47,988.00	\$ 40,799.88

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response (20 POINTS MAXIMUM)
 - Completeness and thoroughness
 - Proposers Proof of Responsibility
 - Copy of Training Program
 - List of Current Contracts Held/Reference
2. Organization, personnel and experience (40 POINTS MAXIMUM)
 - Qualification of personnel assigned to Rock County
 - Experience of personnel assigned to Rock County
 - Experience of firm
3. Cost (40 POINTS MAXIMUM)

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Three additional vendors were solicited that did not respond. One vendor did not sign their Proposal therefore it is considered non-responsive.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: CLEAN POWER

SIGNATURE *Jodi Millis* DATE 11/5/13

GOVERNING COMMITTEE APPROVAL:

CHAIR *Brian Knudson* VOTE DATE 11-13-13

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



PROPOSAL SUMMARY FORM

PROJECT NUMBER 2014-06
PROJECT NAME CLEANING SERVICES
PROPOSAL DUE DATE SEPTEMBER 30, 2013 – 12:00 NOON
DEPARTMENT HUMAN SERVICES – JOB CENTER

MONDAY THROUGH FRIDAY

	SERVICEMASTER JANESVILLE WI	CLEAN POWER MADISON WI	PETERSON ROCKFORD IL	DIVERSIFIED JANESVILLE WI
RATER 1	82	81	77	76
RATER 2	75	70	70	55
TOTAL	157	151	147	131
2014	42,793.00	52,698.06	45,480.00	52,700.00
2015	44,077.00	52,698.06	46,844.40	53,700.00
2016	45,400.00	53,225.04	48,249.73	54,700.00
TOTAL	\$ 132,270.00	\$ 158,621.16	\$ 140,574.13	\$ 161,100.00

Proposals were evaluated based on the following criteria:

- General quality and adequacy of response (20 POINTS MAXIMUM)
 - Completeness and thoroughness
 - Proposers Proof of Responsibility
 - Copy of Training Program
 - List of Current Contracts Held/Reference
- Organization, personnel and experience (40 POINTS MAXIMUM)
 - Qualification of personnel assigned to Rock County
 - Experience of personnel assigned to Rock County
 - Experience of firm
- Cost (40 POINTS MAXIMUM)

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Three additional vendors were solicited that did not respond. One vendor did not sign their Proposal therefore it is considered non-responsive.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: SERVICEMASTER

[Signature] 11/5/13
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

[Signature] 11-13-13
CHAIR VOTE DATE