

SUMMARY MEETING MINUTES

RFP No. BLD2124561P1, Janitorial Services for County Facilities

Date: April 17, 2023

Time: 12:30 p.m.

Virtual and In Person Meeting (Teams and Room 430)

INITIAL EVALUATION MEETING

1. CALL TO ORDER AND ANNOUNCEMENTS

The Initial Evaluation Meeting was called to order for RFP No. BLD2124561P1 Janitorial Services for County Facilities at 12:38 PM by Carolyn Messersmith, Purchasing Manager, serving as the non-voting Committee Chair, on Monday, April 17, 2023.

The Purchasing Division representative, Mary Moss, introduced County Staff. In attendance were:

- Angie Salinas - Facilities Management Division
- Candace Jensen - Facilities Management Division
- Melissa Cuevas - Purchasing Division
- Constance Mangan - Purchasing Division
- Harmoni Clealand - Purchasing Division (screen share/record)
- Fernando Amuchastegui - County Attorney's Office
- McKillop Erlandson - County Attorney's Office
- Colleen Pounall - Risk Management Division
- Oswaldo Casco - Office of Economic and Small Business Development
- Stephen Farmer - Finance and Administrative Services Department
- Evan Zacharia - Finance and Administrative Services Department

The Purchasing Division representative stated that on June 14, 2022, Agenda Item No. 59, was approved by the Board of County Commissioners, and authorized the County Administrator to approve Request for Proposals (RFP) for advertisement during the 2022 summer recess. On August 10, 2022, the County Administrator approved RFP No. BLD2124561P1, Janitorial Services for County Facilities for advertisement. The RFP proposal submission deadline was 2:00 P.M., on November 17, 2022, there were twenty-four (24) submittals. It was also stated that the Information Package had been distributed to Evaluation Committee (EC) members for their review and the EC meeting had been publicly noticed.

The chair stated a quorum was present with:

Harris Hamid, Enterprise Director, Seaport Engineering & Facilities Maintenance Division, Port Everglades Department,

Andrew Sebo, Assistant Director, Traffic Engineering Division, Public Works,

Katrina Jackson, Facilities Maintenance Superintendent, Facilities Management Division, Public Works,

Tim Waln, Superintendent, Parks and Recreation Department, and

Elsie Lewin, Administrative Officer Senior, Libraries Division.

The Chair stated the responsibility of the EC.

The Chair stated that the purpose of the meeting was to determine responsiveness, and responsibility of the firms that submitted a proposal for all agreements, and to shortlist the most qualified firms for Agreements No. 1 through 4. For Agreements No. 1 through 4, only those firms that have been determined by the EC to be both responsive and responsible to the RFP requirements and shortlisted will proceed to the Final Evaluation scoring and ranking. For Agreement No. 5, there will be no shortlisting. All firms determined by the EC to be both responsive and responsible to the RFP requirements will proceed to the Final Evaluation scoring and ranking.

The Chair stated how virtual and physical attendance was recorded.

The Chair stated that the Cone of Silence has been in effect since August 12, 2022, and prohibits potential vendors from discussing this RFP with the County Staff and Commissioner Offices (as defined by the Cone of Silence Ordinance), and any other person authorized to evaluate or recommend selection in this RFP process.

The Chair specified that after the application of the Cone of Silence, ALL inquiries regarding this RFP should be directed to the Project Manager, Angie Salinas, the Director of Purchasing, or their designee and that the Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

The Chair stated the Summary of Vendor Rights Regarding Broward County Competitive Solicitations has been provided to all proposing firms in the RFP.

It was stated that each of the EC members submitted their required Disclosure Forms and responded they can be fair and impartial to all vendors.

2. PURCHASING DIVISION REPORT

The Chair then called on the Purchasing Division to report the Purchasing Division's findings about responsiveness and responsibility of the firms (refer to video for full Purchasing report).

a. Responsiveness:

- The Purchasing Division representative stated the responsiveness requirements. Eighteen (18) firms were being recommended to be evaluated as responsive to all six (6) responsiveness requirements.
- The Purchasing Division representative stated that the following Vendors were recommended as non-responsive to the Price Sheet(s) responsiveness requirement for all Agreements they submitted a response to:

- 4SYT Industries was recommended as non-responsive to the Price Sheet requirements for Agreements No. 1, 2, and 4. At the time of submittal, the proposals received from 4SYT Industries included blank Price Sheets for Agreements No. 1, 2, and 4.
- Able Business Services, Inc. was recommended as non-responsive to the Price Sheet requirements for Agreements No. 1 through 5. At the time of submittal, Able Business Services, Inc. did not provide price sheets for any Agreements No. 1 through 5.
- Oracle Consulting Group, LLC was recommended as non-responsive to the Price Sheet requirements for Agreements No. 1 through 5. At the time of submittal, Oracle Consulting Group, LLC omitted all unit prices on Price Sheet for Year 2 for Agreements No. 1 through 5.
- Vexean Cleaning Service LLC was recommended as non-responsive to the Price Sheet requirements for Agreement No. 1. At the time of submittal, Vexean Cleaning Services LLC submitted three different Price Sheets for Agreement No. 1. At the time of submittal, the three (3) submitted Price Sheets for Agreement No. 1 omitted all unit prices on Price Sheet for Year 2.
- The Purchasing Division representative stated that the following Vendors were being recommended as non-responsive to the Price Sheet(s) responsiveness requirement for select Agreements they submitted a response to:
 - U-4 Global Enterprise Inc. was recommended as non-responsive for Price Sheet requirements for Agreement No. 4. At the time of submittal, U-4 Global Enterprise Inc. omitted unit prices on the price sheet for Year 2, Additional Labor – Routine and Additional Labor – Emergency, which includes eight (8) price lines.
 - Ann's Janitorial Services, Inc. was recommended as non-responsive for Price Sheet requirements for Agreement No. 5. At the time of submittal, Ann's Janitorial Services, Inc. omitted unit prices on the price sheet for Location No. 1, Year 1 & 2 for Window Cleaning.
- In addition, J and A Cleaning Company LLC was recommended as materially and mathematically unbalanced and therefore nonresponsive to pricing for Agreements No. 1 and 2.
- b. Responsibility:
 - The Purchasing Division representative stated the responsibility requirements. Seventeen (17) firms were recommended to be evaluated as responsible to all responsibility requirements.

- The Purchasing Division representative stated that the Small Business Enterprise (SBE) Reserve Agreement had five (5) firms: Clean Space, Inc., Kwik Stop Solutions, Inc., L & B Janitorial Services, Inc., Oracle Consulting Group, LLC, and Sparkling Kleen, LLC, which were not certified SBEs and were therefore not in compliance with the SBE Reserve Program responsibility requirement.
- The Purchasing Division representative stated that one (1) firm Able Business Services, Inc. did not comply with the financial responsibility requirements of the RFP; they only provided the first page of a bank statement. Therefore, Able Business Services, Inc. was noncompliant with the solicitation's financial responsibility requirements.
- The Purchasing Division representative stated that one (1) firm, 4SYT Industries is not currently authorized to transact business in Florida. Therefore, 4SYT Industries were not in compliance with the solicitation's responsibility requirement regarding authority to transact business in Florida.
- The Purchasing Division representative stated that one (1) firm, Able Business Services, Inc. did not provide the required insurance document and were therefore non-compliant with the insurance responsibility requirements of the solicitation.
- The Purchasing Division representative stated that one (1) firm, SFM Janitorial Services, LLC requested an exception to Article 7. Indemnification of Project Specific Agreement terms and conditions.

The Purchasing Division representative stated seven (7) firms: 4SYT Industries, Able Business Services, Inc., J and A Cleaning Company LLC, Kwik Stop Solutions, Inc., SFM Janitorial Services, LLC, Sparkling Kleen, LLC, and Vexean Cleaning Service LLC omitted responses to various Evaluation Criteria questions and are therefore prohibited from discussing the omitted Evaluation Criteria items during their presentations.

It was stated that Able Business Services, Inc., Kwik Stop Solutions, Inc. Sparkling Kleen, LLC, and Vexean Cleaning Service LLC did not provide a response to any Evaluation Criteria questions and will therefore not be permitted to present before the EC or scored for the corresponding evaluation criteria.

3. DETERMINATION OF RESPONDENTS RESPONSIVENESS

The Chair gave the definition of responsive vendor and asked if there was any discussion from the EC regarding determination of responsiveness of the firms. There was no discussion.

Agreement No. 1 – Responsiveness:

Non-Responsive

Motion was made by EC member Tim Waln to find the following firms as non-responsive to the responsiveness requirements of Agreement No. 1. EC member Elsie Lewin seconded the motion. Motion passed unanimously.

- 4SYT Industries
- Able Business Services, Inc.
- J and A Cleaning Company LLC
- Oracle Consulting Group, LLC
- Vexean Cleaning Service LLC

Responsive

Motion was made by EC member Andrew Sebo to find the following firms responsive to all responsiveness requirements of Agreement No. 1. EC member Elsie Lewin seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- Dammel Cleaning Enterprise, Inc.
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- M & M Global Multi Services, Inc.
- Mckenzie's Cleaning Inc.
- SFM Janitorial Services, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.
- U-4 Global Enterprise Inc

Agreement No. 2 – Responsiveness:

Non-Responsive

Motion was made by EC member Katrina Jackson to find the following as non-responsive to the responsiveness requirements of Agreement No. 2. EC member Harris Hamid seconded the motion. Motion passed unanimously.

- 4SYT Industries
- Able Business Services, Inc.
- J and A Cleaning Company LLC
- Oracle Consulting Group, LLC

Responsive

Motion was made by EC member Elsie Lewin to find the following firms as responsive to all responsiveness requirements of Agreement No. 2. EC member Tim Waln seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- Dammel Cleaning Enterprise, Inc.
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- M & M Global Multi Services, Inc.
- MCJ Professional Cleaning Services, Corp.
- Mckenzie's Cleaning Inc.
- SFM Janitorial Services, LLC
- Sparkling Kleen, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.
- U-4 Global Enterprise Inc

Agreement No. 3 – Responsiveness:

Non-Responsive

Motion was made by EC member Andrew Sebo to find the following as non-responsive to the responsiveness requirements of Agreement No. 3. EC member Katrina Jackson seconded the motion. Motion passed unanimously.

- Able Business Services, Inc.
- Oracle Consulting Group, LLC

Responsive

Motion was made by EC member Harris Hamid to find the following firms as responsive to all responsiveness requirements of Agreement No. 3. EC member Andrew Sebo seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Amer-Plus Janitorial Maintenance LLC.
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Freek's Janitorial Services, LLC
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- MCJ Professional Cleaning Services, Corp.
- Mckenzie's Cleaning Inc.
- SFM Janitorial Services, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.
- U-4 Global Enterprise Inc

Agreement No. 4 – Responsiveness:

Non-Responsive

Motion was made by EC member Elsie Lewin to find the following as non-responsive to the responsiveness requirements of Agreement No. 4. EC member Katrina Jackson seconded the motion. Motion passed unanimously.

- 4SYT Industries
- Able Business Services, Inc
- Oracle Consulting Group, LLC
- U-4 Global Enterprise Inc

Responsive

Motion was made by EC member Katrina Jackson to find the following firms as responsive to all responsiveness requirements of Agreement No. 4. EC member Elsie Lewin seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Freek's Janitorial Services, LLC
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- Mckenzie's Cleaning Inc.
- SFM Janitorial Services, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.

Agreement No. 5 – Responsiveness:

Non-Responsive

Motion was made by EC member Andrew Sebo to find the following as non-responsive to the responsiveness requirements of Agreement No. 5. EC member Harris Hamid seconded the motion. Motion passed unanimously.

- Able Business Services, Inc
- Ann's Janitorial Services, Inc.
- Clean Space, Inc.
- Oracle Consulting Group, LLC

Responsive

Motion was made by EC member Tim Waln to find the following firms as responsive to all responsiveness requirements of Agreement No. 5. EC member Andrew Sebo seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Amer-Plus Janitorial Maintenance LLC.
- Clean Freek's Janitorial Services, LLC
- Comet Cleaning Systems Inc
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- Sparkling Kleen, LLC

4. DETERMINATION OF RESPONDENTS RESPONSIBILITY

The Chair gave the definition of responsible vendor and asked if there was any discussion from the EC regarding determination of responsibility of the firms. There was no discussion.

Agreement No. 1 - Responsibility:

Non-Responsible

Motion was made by EC member Harris Hamid to find the following as non-responsible to the responsibility requirements of Agreement No. 1. EC member Tim Waln seconded the motion. Motion passed unanimously.

- 4SYT Industries
- Able Business Services, Inc.

Responsible

Motion was made by EC member Elsie Lewin to find the following firms as responsible to all responsibility requirements of Agreement No. 1. EC member Tim Waln seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- Dammel Cleaning Enterprise, Inc.
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- M & M Global Multi Services, Inc.
- Mckenzie's Cleaning Inc.
- Oracle Consulting Group, LLC
- SFM Janitorial Services, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.
- U-4 Global Enterprise Inc
- Vexean Cleaning Service LLC

Agreement No. 2 - Responsibility:

Non-Responsible

Motion was made by EC member Andrew Sebo to find the following as non-responsible to the responsibility requirements of Agreement No. 2. EC member Katrina Jackson seconded the motion. Motion passed unanimously.

- 4SYT Industries
- Able Business Services, Inc.

Responsible

Motion was made by EC member Elsie Lewin to find the following firms as responsible to all responsibility requirements of Agreement No. 2. EC member Katrina Jackson seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- Dammel Cleaning Enterprise, Inc.
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- M & M Global Multi Services, Inc.
- MCJ Professional Cleaning Services, Corp.
- Mckenzie's Cleaning Inc.
- Oracle Consulting Group, LLC
- SFM Janitorial Services, LLC
- Sparkling Kleen, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.
- U-4 Global Enterprise Inc

Agreement No. 3 - Responsibility:

Non-Responsible

Motion was made by EC member Tim Waln to find the following as non-responsible to the responsibility requirements of Agreement No. 3. EC member Andrew Sebo seconded the motion. Motion passed unanimously.

- Able Business Services, Inc.

Responsible

Motion was made by EC member Harris Hamid to find the following firms as responsible to all responsibility requirements of Agreement No. 3. EC member Tim Waln seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Amer-Plus Janitorial Maintenance LLC.
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Freek's Janitorial Services, LLC
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- MCJ Professional Cleaning Services, Corp.
- Mckenzie's Cleaning Inc.
- SFM Janitorial Services, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.
- U-4 Global Enterprise Inc

Agreement No. 4 - Responsibility:

Non-Responsible

Motion was made by EC member Andrew Sebo to find the following as non-responsible to the responsibility requirements of Agreement No. 4. EC member Katrina Jackson seconded the motion. Motion passed unanimously.

- 4SYT Industries
- Able Business Services, Inc.

Responsible

Motion was made by EC member Katrina Jackson to find the following firms as responsible to all responsibility requirements of Agreement No. 4. EC member Elsie Lewin seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Freek's Janitorial Services, LLC
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- Mckenzie's Cleaning Inc.
- Oracle Consulting Group, LLC
- SFM Janitorial Services, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.
- U-4 Global Enterprise Inc

Agreement No. 5 - Responsibility:

Non-Responsible

Motion was made by EC member Andrew Sebo to find the following as non-responsible to the responsibility requirements of Agreement No. 5. EC member Tim Waln seconded the motion. Motion passed unanimously.

- Able Business Services, Inc.
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- Oracle Consulting Group, LLC
- Sparkling Kleen, LLC

Responsible

Motion was made by EC member Harris Hamid to find the following firms as responsible to all responsibility requirements of Agreement No. 5. EC member Tim Waln seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Amer-Plus Janitorial Maintenance LLC.
- Ann's Janitorial Services, Inc.
- Clean Freek's Janitorial Services, LLC
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC

5. SHORTLIST RECOMMENDATION

The Chair stated that in accordance with the Request for Proposals, Standard Instructions to Vendors, Section F, Evaluation Criteria, 4.a., the Director of Purchasing may recommend to the EC to shortlist the most qualified firms prior to the Final Evaluation. Additionally, per Section 21.42, Procedures for RFPs, RLIs, and RFQs, "the Evaluation Committee may (1) shortlist vendors and then score or rank only the shortlisted vendors; or (2) score and/or rank all responses". The Director of Purchasing recommended advancing all CBE firms determined to be both responsive and responsible to the RFP requirements for Agreements No. 1 through 4. Shortlisting of non-CBE firms for Agreements No. 1 through 4 to be determined by the EC. All SBE firms for Agreement No. 5 determined to be responsive and responsible to the RFP requirements will advance to Final Evaluation, presentations, and scoring.

The Chair asked if there was any discussion from the EC regarding how many non-CBE firms they would shortlist for Agreements No. 1 through 4. The EC member's discussion resulted in no motion for shortlisting, and all firms who are responsive and responsible will move forward to final evaluation, presentations and scoring.

6. DETERMINATION OF FIRMS TO PROCEED TO FINAL EVALUATION

The Chair stated that since this is an RFP Procurement, all Firms that have been determined to be both responsive and responsible to the requirements of the RFP will move on to Final Evaluation to be numerically scored.

Agreement No. 1:

Motion was made by EC member Elsie Lewin for the following firms to proceed to Final Evaluation, scoring, and ranking for Agreement No. 1. EC member Harris Hamid seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- Dammel Cleaning Enterprise, Inc.
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- M & M Global Multi Services, Inc.
- Mckenzie's Cleaning Inc.
- SFM Janitorial Services, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.
- U-4 Global Enterprise Inc

Agreement No. 2:

Motion was made by EC member Andrew Sebo for the following firms to proceed to Final Evaluation, scoring, and ranking for Agreement No. 2. EC member Elsie Lewin seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- Dammel Cleaning Enterprise, Inc.
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- M & M Global Multi Services, Inc.
- MCJ Professional Cleaning Services, Corp.
- Mckenzie's Cleaning Inc.
- SFM Janitorial Services, LLC
- Sparkling Kleen, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.
- U-4 Global Enterprise Inc

Agreement No. 3:

Motion was made by EC member Harris Hamid for the following firms to proceed to Final Evaluation, scoring, and ranking for Agreement No. 3. EC member Elsie Lewin seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Amer-Plus Janitorial Maintenance LLC.
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Freek's Janitorial Services, LLC
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- MCJ Professional Cleaning Services, Corp.
- Mckenzie's Cleaning Inc.
- SFM Janitorial Services, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.
- U-4 Global Enterprise Inc

Agreement No. 4:

Motion was made by EC member Tim Waln for the following firms to proceed to Final Evaluation, scoring, and ranking for Agreement No. 4. EC member Katrina Jackson seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Ann's Janitorial Services, Inc.
- Chi-Ada Corporation
- Clean Freek's Janitorial Services, LLC
- Clean Space, Inc.
- Comet Cleaning Systems Inc
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC
- Kwik Stop Solutions, Inc.
- L & B Janitorial Services, Inc.
- Mckenzie's Cleaning Inc.
- SFM Janitorial Services, LLC
- Sunshine Cleaning Systems, LLC
- Triangle Services of Florida, Inc.

Agreement No. 5:

Motion was made by EC member Elsie Lewin for the following firms to proceed to Final Evaluation, scoring, and ranking for Agreement No. 5. EC member Tim Waln seconded the motion. Motion passed unanimously.

- ALJ Services LLC
- Amer-Plus Janitorial Maintenance LLC.
- Clean Freek's Janitorial Services, LLC
- Comet Cleaning Systems Inc
- J and A Cleaning Company LLC
- Janitorial 5 Star Services LLC

7. ANNOUNCE PRESENTATION DATE, TIME, AND GUIDELINES

The Chair stated that the Final EC meeting dates and times are yet to be determined. Presenters will be split into two groups with half on the Day 1 and the other half on Day 2 (depending on time constraints). Scoring and ranking will be done for all firms after the conclusion of the final presentation. The EC members will be in physical attendance in Room 430 of the Governmental Center. Firms' attendance will only be virtually, instead of in person. Presentations by firms will be viewed virtually, including Questions and Answers, by Committee Members.

The Chair announced that the length of presentation is established by the EC.

The Chair asked if there was any discussion on length of presentations.

The Chair requested a motion to set the length of vendor presentations. EC member Elsie Lewin made the motion for 10 minutes and motion was seconded by Tim Waln. Motion passed unanimously.

The Chair stated that each firm will have 10 minutes to make their presentation, regardless of the number of agreements firms submitted proposals for, followed by questions, and up to 10 minutes for set up of the next presenter.

The Chair stated that Able Business Services, Inc., Kwik Stop Solutions, Inc. Sparkling Kleen, LLC and Vexean Cleaning Service LLC did not provide any response to the Evaluation Criteria questions and therefore are not permitted to present before the EC for this solicitation. Therefore, these firms were not listed in the random list generator. Additionally, firms that omitted responses to evaluation criteria were reminded that they are prohibited from presenting on the corresponding evaluation criteria topics not addressed in their original proposals.

The Chair asked the Purchasing Division staff to select the Order of Presentations for the Final Evaluation Committee Meeting by using a random list generator, which was viewed on shared screen. The order of vendor presentations results was announced as follows:

1. J and A Cleaning Company LLC
2. U-4 Global Enterprise Inc
3. ALJ Services LLC
4. Chi-Ada Corporation
5. Sunshine Cleaning Systems, LLC
6. Clean Freek's Janitorial Services, LLC
7. Triangle Services of Florida, Inc.
8. Clean Space, Inc.
9. MCJ Professional Cleaning Services, Corp.
10. Janitorial 5 Star Services LLC
11. M & M Global Multi Services, Inc.
12. SFM Janitorial Services, LLC
13. Ann's Janitorial Services, Inc.
14. Comet Cleaning Systems Inc
15. Mckenzie's Cleaning Inc.
16. Dammel Cleaning Enterprise, Inc.
17. Amer-Plus Janitorial Maintenance LLC.
18. L & B Janitorial Services, Inc.

The Chair asked the EC Members if there were any questions or specific topics to have included or addressed in the vendors' presentations.

The EC member Katrina Jackson requested information on staffing and Standard Operating Procedures (SOP) processes.

The EC member Elsie Lewin requested information on onsite supervision and how firms manage it.

The EC member Tim Waln requested information on firms' quality control.

8. OTHER BUSINESS

The Chair thanked all the firms for their proposals and asked if there was any other business to be discussed.

9. ADJOURN MEETING

The Chair adjourned the meeting at 2:17 P.M.

NOTES FOR EC MEMBER'S CONSIDERATION TO APPROVE MEETING MINUTES:

The firms identified in Section 6 of these meeting minutes were determined both responsive and responsible; these firms were recommended by the Evaluation Committee to proceed to the Final Evaluation Committee Meeting for presentations, scoring and ranking. However, in the individual motions for responsiveness (Section 3) and responsibility (Section 4), were either inverted (i.e. non-responsive versus non-responsible) or did not identify specifically a vendor name in the motion the determinations. The below notes for the record the recommendations and the initial motion made by the Evaluation Committee. As the final motion for responsiveness and responsibility were correct, there is no impact on the results (firms moving to the Final Evaluation Committee Meeting).

- a. When motion was made to determine firms' responsiveness for Agreement No. 5, the EC members deemed Clean Space, Inc. as non-responsive. Clean Space, Inc. was recommended by the Purchasing Division as responsive.

When motion was made to determine firms' responsibility for Agreement No. 5, the EC members deemed Clean Space, Inc. as responsible. Clean Space, Inc. was recommended by the Purchasing Division as non-responsible for not being in compliance with the SBE Reserve Program responsibility requirement.

When motion was made to list the firms found responsive and responsible to proceed to Final EC Meeting for presentation, scoring and ranking, the EC members did not deem Clean Space, Inc. as Responsive and Responsible to proceed to Final Evaluation for Agreement No. 5.

- b. When motion was made to determine firms' responsibility for Agreement No. 3, the EC members omitted Oracle Consulting Group, LLC in the motion. Oracle Consulting Group, LLC was recommended by the Purchasing Division as responsible.

When motion was made to determine firms' responsiveness for Agreement No. 3, the EC members deemed Oracle Consulting Group, LLC as non-responsive.

When motion was made to list the firms found responsive and responsible to proceed to Final EC Meeting for presentation, scoring and ranking, the EC members did not deem Oracle Consulting Group, LLC as Responsive and Responsible to proceed to Final Evaluation for Agreements No. 3.