

**Request for Action**  
by  
**Board of Commissioners**

**Approval of Engagement of Janitorial Services Contractor (Go To Services, LLC)**

**A. SUMMARY**

This Request for Action (RFA) is for approval to engage a janitorial services company to provide nightly cleaning of the Slade/Garr and Earle Buildings.

**B. DISCUSSION**

The Slade/Garr and Earle buildings consist of approximately 72,000 square feet. RIHousing Facilities Department relies on vendors for all aspects of janitorial services including carpet vacuuming, individual trash and recycling disposal, cafeteria and restroom maintenance, etc.

In May 2023, RIHousing issued a Request for Proposals (“RFP”) seeking proposals from experienced janitorial services firms.

The RFP was posted on the RIHousing website and the site maintained by the Rhode Island Department of Administration’s Division of Purchases. In response to the RFP, RIHousing received proposals from the following eleven firms:

- American Cleaning, LLC
- S.J. Services, Inc.
- Performance Environmental Services, LLC
- Go To Services, LLC
- Dimeo Properties, Inc.
- Aid Maintenance Co., Inc.
- Building One Services
- Have it Maid LLC
- Sole Source Restoration LLC
- CM Cleaning LLC
- Star Building Services, Inc

The responding firms varied in company size and capacity, number of employees and projected hours for full cleaning services, types of buildings in their portfolio and overall experience.

A committee composed of RIHousing staff met to review all the proposals. Following the full review and scoring of the proposals, Go To Services, LLC earned the highest score of the eleven firms. References submitted by Go To Services, LLC were contacted and gave positive endorsements. The total base cost of their proposal is \$117,000 annually or \$9,750 per month (see attached rating sheet).

**B. RECOMMENDATION**

The attached resolution authorizing RIHousing to engage Go To Services, LLC is recommended for approval.

**C. ATTACHMENTS**

- A. Resolution of the Board of Commissioners of RIHousing
- B. Scoring Matrix

**Resolution of the Board of Commissioners  
of  
Rhode Island Housing and Mortgage Finance Corporation**

- Whereas:** Rhode Island Housing and Mortgage Finance Corporation’s (“RIHousing’s”) enabling act provides it with all the power and authority to make and execute contracts necessary to exercise the powers and functions provided to it under the act (R.I. Gen. Laws §42-55-5(6)); and
- Whereas:** Staff of RIHousing has identified a need for a janitorial services company to provide nightly cleaning of the Slade/Garr and Earle Buildings and
- Whereas:** RIHousing has solicited proposals pursuant to an open competitive process for vendors to provide janitorial services and who are able to substantially meet the requirements associated with this set of functions; and
- Whereas:** A selection committee comprised of RIHousing staff reviewed the proposals for these services, evaluated them pursuant to the criteria set forth in the Request for Proposals and determined that Go To Services, LLC had submitted the highest-scoring proposal to RIHousing.

**NOW, THEREFORE, IT IS HEREBY:**

- Resolved:** that RIHousing be, and hereby is, authorized to enter into a contract with Go To Services, LLC to provide janitorial services as set forth in the Request for Proposals and the proposal submitted in response thereto;
- Resolved:** that such engagement shall be for a one-year term for a cost not to exceed \$117,000;
- Resolved:** that the Executive Director and Deputy Executive Director, each acting singly, be and hereby are authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions, including without limitation the authority to negotiate the terms and fees of the engagement as he or she may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as he or she deems necessary to carry out the foregoing and to take such further actions as he or she deems necessary to carry out the foregoing resolutions.

Attachment B

Janitorial Services Bid Review - 2023

Rating Criteria for Janitorial Services Selection

	Score Weight	<u>American Cleaning</u>		<u>Aid Maintenance</u>		<u>Dimeo Properties</u>		<u>GoTo Services</u>		<u>Building One Services</u>		<u>HaveitMaid</u>	
		Weight	Score	Weight	Score	Weight	Score	Weight	Score	Weight	Score	Weight	Score
<b>I. Proposed Annual Fee Structure - Annual Pricing</b>	<b>20</b>	133110	10	74100		95167	20	117000	15	163620	5	99360	20
Alternate Pricing - Floor Cleaning	10		10				10		5		5		5
Additional Cleaning- Seasonal/Sanitizing	10		5				10		10		5		5
<b>II. Project Approach</b>	<b>10</b>		10				10		10		5		5
<b>III. Hours per week / Amount of Staff</b>	<b>15</b>		15				5		15		10		15
<b>IV. Ability to Perform &amp; References</b>	<b>10</b>		10	DID NOT ATTEND WALKTHRU			10		10		10		5
<b>V. Previous Work Experience with RIH</b>	<b>5</b>		5				0		5		5		0
<b>VI. Minority Company</b>	<b>5</b>		0				0		5		5		5
<b>VII. Professional Capacity</b>	<b>10</b>		10				10		10		10		5
<b>VIII. Other Pertinent Information</b>	<b>5</b>		5				5		5		5		0
<b>Final Score</b>	<b>100</b>		<b>80</b>		<b>0</b>		<b>80</b>		<b>90</b>		<b>65</b>		<b>65</b>

	Score Weight	<u>Performance Environmental</u>		<u>S.J. Services</u>		<u>Sole Source Restoration</u>		<u>CM Cleaning</u>		<u>Star Building Services</u>			
		Weight	Score	Weight	Score	Weight	Score	Weight	Score	Weight	Score	Weight	Score
<b>I. Proposed Annual Fee Structure - Annual Pricing</b>	<b>20</b>	137940	10			147724	5	88620	20	86676			
Alternate Pricing - Floor Cleaning	10			Did Not Submit	PROPOSAL								
Additional Cleaning- Seasonal/Sanitizing	10		10				10		5				
<b>II. Project Approach</b>	<b>10</b>		10				10		10				
<b>III. Hours per week / Amount of Staff</b>	<b>15</b>		15				15		5	DID NOT ATTEND WALKTHRU			
<b>IV. Ability to Perform &amp; References</b>	<b>10</b>		10				10		10				
<b>V. Previous Work Experience with RIH</b>	<b>5</b>		5				5		5				
<b>VI. Minority Company</b>	<b>5</b>		0				0		5				
<b>VII. Professional Capacity</b>	<b>10</b>		10				10		10				
<b>VIII. Other Pertinent Information</b>	<b>5</b>		5				5		5				
<b>Final Score</b>	<b>100</b>		<b>85</b>		<b>0</b>		<b>80</b>		<b>85</b>		<b>0</b>		

NOTES:

- American Cleaning is current cleaner since 2017 - currently on a month-month agreement due to pandemic
- Performance Environmental had contract at one time
- Aid Maintenance did not attend mandatory walk-through
- Star Janitorial did not attend mandatory walk-through
- SJ-Services did not submit a proposal
- President of Go To, M Gomez, was at Performance when they had the contract with RIH

- Firms eliminated or did not submit
- Low Score - Not to be considered
- Rated #1
- Rated #2
- While tied for #2 rating, Q''' as to staff/hours could raise price
- Tied at #3