

## **PROCUREMENT SUMMARY-IFB 2022-005**

### **REQUIREMENTS**

The CEO approved Solicitation Request Routing Sheet dated 1/27/2022 with attached technical specifications was received by the Procurement Department to procure Temporary Janitorial Services. There was a 100% small business goal established for this solicitation per the RTA Routing Sheet.

#### **Procurement Policy:**

The Independent Cost Estimate for this procurement is \$200,000.00 for three months, which exceeds the Small Purchase threshold of \$25,000 therefore in compliance with the Regional Transit Authority of New Orleans Procurement Policies and Procedures Manual, Section VII.B. This procurement shall be conducted through formal advertisement (competitive means).

#### **Procurement Method:**

More than one responsive and responsible offeror can meet the solicitation requirements. Specifications furnished by the user department are complete, adequate, precise and realistic. No discussions or negotiations will be needed to address technical requirements, award will be made on lowest responsible/responsive bidder. Therefore, the IFB method of solicitation is selected as the method of procurement.

### **SOLICITATION**

Invitation for Bids (IFB) No. 2022-005 Public Notice was published in the The Advocate. The Public Notice and the IFB 2022-005 were posted on the RTA website beginning 1/28/2022. The IFB submittal deadline was 2/14/2022 at 11:00am.

### **IFB SUBMITTAL**

Bid Opening was held on 2/14/2022 at 11:00am. Natalie Ballard handled the receipt of all submissions received. Five (5) bids were received.

### **DETERMINATION**

Five (5) bids were received. Four (4) bids were determined responsive and provided all required documents.

### **SUBMITTAL ANALYSIS**

New Again Mobile Detailing	\$250,000 (non responsive)
Sky's Janitorial LLC	\$364,227.54
Cleaning Concierge LLC	\$333,711.00
August Building Maintenance	\$270,000.00
Dirt Diva	\$578,868.42

### **SUMMARY**

Based on the information above the Bids received were prepared and sent to Procurement Director for further review. An Administrative Review Form was prepared by Briana Howze – Contract Administrator.

Procurement Department: Recommend award be made to lowest responsive/responsible bidder, August Building Maintenance is the lowest responsible bidder and it is in the best interest of RTA to award this bid to August Building Maintenance. I recommend this bid be award to August Building Maintenance.