

Date: July 25, 2017

To: Rhonda Lucivjansky

From: Martyn Moss/Janitorial RFP Committee

Re: Janitorial RFP 18-061617

The RFP janitorial committee, which was made up of Martyn Moss, Manager Building Services, Vince Sacco Director of Facilities, Tiffany Buck Custodial Work Supervisor, Richard Perrine Custodial Work Supervisor, has collectively decided to award the janitorial contract for Zone 3. The Zone 3 contract will be awarded to Janco Service Industries, Inc.

The factors that we looked at were the hours allocated per day, price per square foot, staffing model, equipment plan and the ability to perform the contract specifications. We interviewed 4 of the 8 companies that replied to the RFP.

The reason why the committee chose Janco Service Industries Inc. for zone 3:

- a. The committee liked the staffing coverage of the buildings and supervision. They had the closet number of hours per building to be able to clean properly.
- b. The cost per square foot fell within the budget allowance of the janitorial department.
- c. They were able to break down there numbers and explain how they came up with there pricing and show how as a company they were financially stable.
- d. They had a good contract implementation plan over the other companies.
- e. They are going to provide all new equipment for the contract.
- f. The committee felt that the lower price per square foot was not adequate to perform the contract for zone 3 without having the company come back asking for an increase.

We are confident on our choice for zone 3. We are looking forward to working with Janco Service Industries, Inc.