Analysis of Pricing Sheets for R1214808P1 - Janitorial Services for Various County Facilities

Spreadsheet Defects Relative to Additional Services

- There was insufficient information to determine a Unit Price or Annual Price for Carpet Deep Cleaning for Y1 and Y2.
- There was no Spreadsheet Cell provided that asked for a unit price or designated what type of unit to use in pricing creating opportunity for mismatched comparisons.
- There was no formula to multiply any variables to arrive at an Annual Price for Carpet Deep Cleaning for Y1 and Y2.
- There was no formula to SUM an Annual Price for Carpet Deep Cleaning for Y1 and Y2 into the 2 Years Column that totals Y1 and Y2.
- There was no formula to SUM the Grand Total from Annual Years 1 and 2. Rather, the Grand Total cell just referred to the above 2 Year Total Cell which did not include the Carpet Deep Cleaning Year 1 or 2. Year 1 and 2 were only summed in the Year 1 and Year 2 Columns.
- The only Value provided for Carpet Deep Cleaning was (150,000 Sq. Ft.) but it was not in a cell that was used for a formula and was ubiquitously listed for each contract regardless of size.
  - There was a Per Hour Column for Carpet Deep Cleaning but no information on how many hours needed as there were for other Additional Services.
  - There was an Annual Column but no formula to determine that figure.
  - There is no way to extrapolate how to determine the method for arriving at an Annual Price.
    - Does the County want an Annual Price for cleaning 150,000 Sq. Ft? If so the Spreadsheet should have provided that value in its own cell as a multiplier.
    - Additional Services are performed on call. So there is no way to know how many Sq. Ft. one might clean in any Given Year.
    - The Unit pricing for Carpet Deep Cleaning is customarily given by price per square foot.
- From the RFP Document it is clear that the County retains the option on whether to use the contractor for Additional Services:
  - 2.8.4. When a need is identified, the Contract Administrator may request Second Party to submit a proposal for Additional Services. Proposal will use the unit prices provided in the contract. These services will not be performed without the Contract Administrator’s approval of each proposal. Upon acceptance of the Additional Scheduled Services proposal, the proposal may be converted to a firm, fixed price project and a purchase order will be issued for the project. (Emphasis Added)
  - Carpet Cleaning is listed in the General Specifications and Requirements already. Thus this would be for spot cleaning only and it is not appropriate to add the unit price to a Total Price. Indeed, spot cleaning should be part of the base in the General Specifications.
    - If the County did not want figures written in certain Cells for Carpet Deep Cleaning it should have blacked them out as above for "Pass thru" (Services/Materials)
- Annual columns and all spreadsheet cells to be arrived at through formulas should have been locked so that proposers could not enter figures into those fields. Those fields should have been filled by spreadsheet formulas only. Instructions for locking spreadsheet cells:
  [https://support.office.com/en-sg/article/Lock-or-unlock-specific-areas-of-a-protected-worksheet-75481b72-db8a-4267-8c43-042a5f2cd93a](https://support.office.com/en-sg/article/Lock-or-unlock-specific-areas-of-a-protected-worksheet-75481b72-db8a-4267-8c43-042a5f2cd93a)
  - Moving forward Broward County should employ this as a best practice to avoid errors by proposers and provide uniformity in comparing of pricing proposals.
Pricing Sheet Instructions:
- THIS SHEET MUST BE SIGNED AND MUST NOT BE ALTERED OR REVISED. ANY REVISION TO THIS SHEET MAY RENDER THE PROPOSAL NON-RESPONSIVE.
- Several proposers altered the spreadsheet formulas to attempt to correct the error in the tally for Total Price. It is unclear if this was the intention of the RFP or not.
- Proposers who altered spreadsheet formulas so that Carpet Deep Cleaning is included in total price increased their proposal price and were found responsive.
- Proposers who merely entered values for Carpet Deep Cleaning but did insert a formula to tabulate the cost for Carpet Deep Cleaning in price sheets were found responsive but their price was not effected/increased by those figures.

Responsiveness Determinations in Director's Draft Memorandum
- Some proposers were found responsive even though they did not enter values for Carpet Deep Cleaning Y1 or Y2.
  - They may have told purchasing that they agreed to a zero price.
    - Were they informed that the County would find them unresponsive if they did not agree to a zero price?
  - Their price may have been included in the hard copy and not the electronic copy that we have analyzed.
  - Proposers who omitted figures and were found responsive should also have footnotes to explain why they were not also unresponsive. “Provided and Completed” does not properly explain the determination.
- Some proposers were found non-responsive when they entered values for Carpet Deep Cleaning Y1 but not Y2.
  - Broward County Procurement Code Section 21.30f.2 (b) Correction of Non-Judgmental Errors: A bidder shall be permitted to correct clerical, non-judgmental mistakes of fact in his or her bid, including unit prices, when the intended bid is reasonably proven by submission of proof of evidentiary value or is ascertained from the bid document.
    From <https://www.municode.com/library/fl/broward_county/codes/administrative_code?nodeId=CH21OPPOPRCOFIADSE_PTI1ISOSECOFO_21.30COSEBI>
  - If Evidentiary Value is provided in Year 1. This is a correctable error.
  - The County may not fill in blanks such as Carpet Deep Cleaning Year 2 based upon verbal statements from vendors after the date of submittal. Absent existing proof of evidentiary intent, the County policy and the law requires that the blank not be filled in. The result is that the blank equals zero cost.
- Some proposers were found responsive even though they entered a value for Carpet Deep Cleaning that did not provide a price which went toward Annual or Total Price.
- Some proposers entered formulas into the spreadsheets that were not present upon download from Bidsync.
- Some proposers did not provide Unit Pricing, instead inputting Annual Pricing. This proved problematic for companies that did this as it created wide variances in hourly wages for designated positions with specified hours.
- Some proposers did not properly assign pricing for Labor line items widely over and under estimating the figures for those Living Wage services.
- Many vendors were found responsive despite not affirming the Living Wage question box.
NOTE: IT IS AGREED THAT THE MINIMUM WAGE TO BE PAID TO ALL EMPLOYEES, REGARDLESS OF THE NUMBER OF HOURS WORKED, WILL BE THE CURRENT BROWARD COUNTY LIVING WAGE.

<table>
<thead>
<tr>
<th>YES</th>
<th>Agree to the above statement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>Disagree to the above statement.</td>
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</tbody>
</table>

Is Additional Services for Carpet Deep Cleaning Even Needed in the Pricing Sheets?

• Carpet Deep Cleaning is already included in the overall pricing for the contracts as it is listed in the Frequencies & Procedures for Cleaning contained in the General Specifications and Requirements Document of the RFP outlined in the tasks below.

  o Table 1: Tasks
    ▪ Hot Water Extraction Carpet Floors Entryway Systems Weekly
    ▪ Hot Water Extraction Carpet Floors Walk-Off Carpet Weekly
    ▪ Hot Water Extraction Carpet Floors High Traffic Areas Quarterly
    ▪ Hot Water Extraction Carpet Floors All Other Areas Semi-Annually
  o Table 2: Hot Water Extraction
    ▪ Entryway Systems Weekly
    ▪ Walk-Off Carpet Weekly
    ▪ High Traffic Areas Quarterly
  o Table 2: Carpet Floors Spot Cleaning Carpet Floors Daily
  o Table 4: Annual Air Quality: Clean all carpet areas using HEPA filtered hot water extraction system. Annually

• Frequencies & Procedures for Cleaning contained in the General Specifications and Requirements Document of the RFP also states:
  o All frequencies listed below are considered to be minimum service levels. If increased frequencies are needed to meet the performance standards the increased frequency will be provided at no additional cost to County.