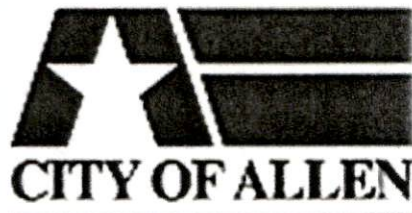


Starwood Staffing LLC.



GENERAL INFORMATION

CITY OF ALLEN, TEXAS
BIDS WILL BE ACCEPTED IN THE OFFICE OF THE PURCHASING MANAGER

REQUEST FOR PROPOSAL

2018-8-94
HOUSEKEEPING SERVICES FOR THE
ALLEN EVENT CENTER

PROPOSALS ARE DUE TO THE
PURCHASING DIVISION PRIOR TO:

SEPTEMBER 20, 2018 @ 2:00 P.M.

ELECTRONIC RESPONSES ARE RECOMMENDED

NO LATE BIDS WILL BE ACCEPTED
FACSIMILE OR E-MAILED BIDS WILL NOT BE ACCEPTED

PROPOSAL PACKAGES
MAY BE DELIVERED OR MAILED TO:

CITY OF ALLEN PURCHASING DIVISION
305 CENTURY PARKWAY
ALLEN, TX 75013

FOR ADDITIONAL INFORMATION CONCERNING THIS PROPOSAL PLEASE CONTACT:

Mindy Gallegos, Contract Administrator 214-509-4631

BID ENDORSEMENT

The undersigned, in submitting this bid proposal and their endorsement of same, represents that they are authorized to obligate their firm, that they have read this entire bid proposal package, is aware of the covenants contained herein and will abide by and adhere to the expressed requirements.

Submittals will be considered as being responsive only if entire Bid Package plus any/all attachments is returned with all blanks filled in.

SUBMITTED BY:

Starwood Staffing LLC
(OFFICIAL Firm Name)

By: 

(Original Signature) **Must be signed to be considered responsive**

Eric A. Eichelmann
(Typed or Printed Name)

President 9/12/18
(Title) (Date)

Remittance Address: 300 N. Coit Rd Ste 1150
Richardson TX 75080
(Zip Code)

Phone #: (817) 724 3168

Fax #: (214) 879-0230

E-Mail Address: eric @ Starwood Staffing LLC

If an addendum is issued for this bid, please acknowledge receipt.

ADDENDUMS/AMENDMENTS:

- 1) 9/18/18 date acknowledged
- 2) _____ date acknowledged
- 3) _____ date acknowledged

SECTION IV PROPOSAL CONTENT & EVALUATION CRITERIA

EVALUATION PROCESS

The objective of this evaluation process is to identify and select the proposer with the best satisfies the requirements of the City of Allen. All proposals received by the submission deadline will be evaluated by the City of Allen evaluation committee. The evaluation committee will review, rate, and rank each proposer's proposal in accordance with the weighted criteria contained in this document.

EVALUATION CRITERIA: PLEASE NOTE THAT THIS BID WILL BE AWARDED ON THE BASIS OF "BEST VALUE". The award to the successful bidder will be determined by best value to the City of Allen as allowed by Chapter 252 of the Local Government Code. The following criteria will be considered when selecting a contractor:

- the purchase price
- the reputation of the bidder and the bidder's services;
- the quality of the bidder's service;
- the extent to which the bidder's services meet the City's needs;
- the bidder's past business relationship with the City.

PROPOSAL RESPONSE DOCUMENTS

In order to be considered responsive, the Bidder shall submit with their Bid Proposal, such documentation as is necessary or required to attest to the company's capabilities and qualifications to perform the work as specified and all aspects of this contract in a competent and expeditious manner.

Please provide a sample with bid submittal.

BIDDER QUALIFICATIONS

Each respondent to this proposal shall be capable of meeting the following minimum requirements

1. Proposers must demonstrate that they can furnish all labor, materials, tools and equipment as specified herein; including components and accessories required for a complete installation.
2. Proposers must demonstrate that they are financially stable and that they have been a commercial provider for at least the past three years.
3. Proposers must be capable of and are required to submit criminal background checks on all employees performing this contract **prior to any work being performed.**
4. Proposers bid price shall be sufficient to pay all applicable Federal, State withholding, workmen's compensation, insurance and to comply with the current minimum wage.
5. Proposers must submit with their bid proof of insurance. The awarded contractor must provide the city with their certificate of insurance, meeting all of the city's insurance requirements within five (5) working days of award notification. Failure to provide the city with a certificate of insurance, meeting all of the city's insurance requirements within five (5) working days of award notification may result in the city awarding the contract to another contractor.

COMPANY OVERVIEW

Respondent shall provide the following information with their submission, including a brief company overview, history, and financial status:

1. Firm name, address, phone number, and date established;
2. Address and location of the local responsible office;
3. Name of office principals, their experience and professional qualifications;
4. Describe your firm's experience in providing like services including the number of years your firm has actively provided such services
5. Provide a complete and current listing of all industry certifications, accreditations and affiliations your firm holds.
6. Describe whether your firm) has ever undergone an investigation by an outside agency pursuant to the filing of claims and describe the outcome of the investigation including ramifications to your firm or your firm's client cities.

REFERENCES

1. Vendor shall have a minimum of TEN (10) years of experience

Does your firm meet this requirement? ☒ Yes ☐ No

2. Minimum of two references installed 5-8 years ago.
3. Proposers must submit with their proposal a list of at least five (5) current references.

References should include a contact name, email address and telephone number for jobs/contracts in the Public and/or Private Sectors that are equal to the size and complexity of the City of Allen's requirements, provided herein.

PROPOSAL RESPONSE DOCUMENTS/ PROPOSAL FORMAT AND CONTENT

The City of Allen discourages lengthy and costly proposals, however, in order for the City to evaluate proposals fairly and completely, proposers should follow the format set out herein and provide the information requested.

In order to be considered as responsive, the Proposer shall submit with their Proposal, such documentation as is necessary or required to attest to the company's capabilities and qualifications to perform the work as specified and all aspects of this contract in a competent manner. RFP responses shall be submitted professionally to include clearly identifiable sections, in the same order for each section as required. Also, include the RFP Pricing.

SELECTION CRITERIA

The objective of this evaluation process is to identify and select the proposer that best satisfies the requirements of the City of Allen. The City of Allen's staff that will be responsible for these services will evaluate all proposals received by the submission deadline. The evaluation committee will review, rate and rank each proposer's proposal in accordance with the weighted ranking criteria contained in this document. RFP responses shall remain confidential until the contract has successfully been awarded.

If deemed necessary to the evaluation process, the City reserves the right to conduct presentations/interviews with proposers at no cost to the city.

There are 100 possible points for this proposal evaluation, as follows:

PRICE (Proposer's response on bid price form) Points are calculated using the formula below: $\text{Lowest Bid} / \text{Other Bid} \times \text{Available Points (25)} = \text{Proposer's Price Score}$	20 points
BIDDER QUALIFICATIONS AND EXPERIENCES (Degree to which the proposer has fully responded to the purpose and scope of the specification, response to questions, project approach and the suitability of the proposal to fulfill the City of Allen Event Center's requirements.)	35 points
REFERENCES	25 points
COMPANY OVERVIEW	20 points

PROPOSAL RESPONSE DOCUMENTS/ PROPOSAL FORMAT AND CONTENT

The City of Allen discourages lengthy and costly proposals, however, in order for the City to evaluate proposals fairly and completely, proposers should follow the format set out herein and provide the information requested.

In order to be considered as responsive, the Proposer shall submit with their Proposal, such documentation as is necessary or required to attest to the company's capabilities and qualifications to perform the work as specified and all aspects of this contract in a competent manner. RFP responses shall be submitted professionally to include clearly identifiable sections, in the same order for each section as required. Also, include the RFP Pricing.

Respondent shall provide their response to the following information (in order and clearly labeled) with their submission:

1. Firm name, address, phone number, and date established
2. Address and location of the local responsible office
3. Name of office principals, their experience and professional qualifications
4. Number of company employees – internationally, nationally and locally
5. Describe the organization, management philosophy and provide a brief history of the firm
6. Demonstrate financial responsibility by providing the past two (2) years of financial statements prepared in accordance with generally accepted accounting principles. At a minimum contractor shall submit a balance sheet, statement of changes in financial position, income statement and all accompanying footnotes.

7. Describe the firm's relevant experience with the planning, organization and implementation of similar "Arena" sized housekeeping projects.
8. Provide years of experience in cleaning event "Arenas" similar in size of the Allen Event Center. If experienced, provide what size, name and geographical location of the Arena
9. Provide a detailed Plan of Execution. This plan shall include a minimum of the following items (a through g):
 - a. Manpower
 - b. Quality Control
 - c. Safety and Health Plan
 - d. Firm's management program which describes how your standard operating procedures will be consistently implemented, managed and audited.
 - e. Reporting structure for communication with the City of Allen Event Center Operation Management and Staff.
 - f. Training program which will include frequency and type of training on cleaning procedures and safe operation of equipment and cleaning supplies. This shall include your processes and handling the disposal of hazardous materials
 - g. Firms guidelines for safe handling of chemicals and equipment
10. The City of Allen does not subcontract. If the firm is awarded the contract, all persons must be a direct employee of the firm. Describe the firm's plan on how to maintain and monitor designated employees that you have identified as being part of this response.
11. Include a list of key administrative and supervisory personnel you plan to assign to this project along with their resumes and certifications. Discuss why you feel these individuals are the best personnel for the Allen Event Center's requirements.
12. Employee background checks must be conducted by the firm before contractor start date with the City of Allen. Describe the firm's procedures and document maintenance of employee background checks and include how often a background check is conducted on existing employees.
13. Define the measures you have taken to retain employees. Describe your firm's annual employee attrition rate for the past three (3) years.
14. Vendor shall have a minimum of five years general cleaning experience with three (3) years of Arena or Event based experience. Does your firm meet this requirement? ☒ Yes ☐ No
15. Proposers must submit with their proposal a list of at least three (3) current references.

References should include a contact name, email address and telephone number for jobs/contracts in the Public and/or Private Sectors that are equal to the size and complexity of the City of Allen's requirements, provided herein.

16. All invoices must be sent to the Allen Event Center for time verification and to the Accounts Payable, Finance Department at the address listed on page one (1) for departmental receipt verification and payment processing. ALL INVOICES MUST BE SUBMITTED 24 HOURS AFTER EVENT.

In order to be considered as responsive, RFP responses shall be submitted professionally (not bound with plastic sleeves or spiral binders) to include clearly identifiable labels, in the same order for each section.

QUESTIONNAIRE

All Contractors shall provide answers to the following questions below:

1. Working with a familiar team is beneficial to the process at Allen Event Center. Can the firm consistently provide the same employees on the crew for event, post event and daily basic cleaning as specified?

Yes, we have demonstrated this for the past 3 years with the same staff and management. I believe about 3 other companies tried housekeeping RFP in a 1 year period and couldn't execute. We took this opportunity on, and have successfully executed the contract for the past 3 years and helped reduce the cost of Allen Event Center by finishing the cleaning faster than the previous companies.

2. Does your organization hold enough capital at all times to cover a 30-60-day payroll? To avoid from "Non-Sufficient Fund" or "Bounced" checks made out to firm's employees? **Yes, we have assets and have access to banks to fund our payroll up to 200,000 credit line if needed.**

2. What is the pay structure for the organization? Weekly, Bi-weekly, Monthly?

Bi-Weekly and Direct Deposit if needed

4. Will your firm's policy and procedures manual be available and provided to the City of Allen Event Center management staff upon request? **Yes**

5. If you were not awarded the "primary" contract and if the City of Allen decided on awarding a "secondary" contract, would your firm accept? **No**

6. If a crewmember calls in sick, what is the response time to fill that position, once notified?

1-2 hours is company average at your facility

7. What is the response time for a restroom improperly cleaned at night, but discovered in the morning by city staff? **Our same staff there will clean any imperfections; If not 1 hour.**

8. Describe how you would ensure that all carpet is properly vacuumed/extracted/cleaned and left completely dry and with a fresh scent. **Our employee procedure is currently in place for carpets and inventory control to make sure we are ready for any situation; We also have expensive equipment that is not older than 3 years of age and periodically serviced.**

9. Describe your training procedures, to include but not be limited to properly cleaning buildings and setting alarm codes/secure buildings. **Our staff has various supervisors that have executed training, alarm setting with our videos and manuals/checklist that have helped sustain Allen Event Center clean and safe.**

10. Explain how your firm will be able to perform the required services expeditiously and competently as indicated by your workload and the availability of necessary personnel, equipment, facilities and other resources. **Our Firm has invested over \$35,000 in equipment and have enough pool of employees to execute a lean operation for both day and night post events on a timely matter.**

11. Explain why you think that your firm is the best candidate to be selected for award of this contract. **Our Firm has the best qualified employees to clean your facility in less time for both your day and post events. Our management team strives in being the best in the industry. We are very open to great communication to meet any facility needs if we know we can fulfill orders. We also look out for the needs of our client, to sometimes send 20%-50% employees home if we see the staff is not needed during the post event. Our integrity is the most important factor of who we are and that is why we have grown at a constant rate. We focus and treat all our clients the same with the same world class response time and order fulfillment rate.**

12. The nature of our events fluctuates, therefore, are there any limitations on the number of people/workers that your firm can provide? Is there a maximum number that you can provide at any given time? A minimum number that you can provide at any time? **We can adjust to the demand of the Arena like we have had in the past. Day Events 9-12 and 15-40 post events if needed. At the end of the day it is how many hours it takes us to clean the facility. We do this better than any other company in the DFW area.**



RFP 2018-8-94

Company Overview

1. Firm name, address, phone number and date established.

Starwood Staffing LLC, 817-724-3168 Established in Texas 2013

2. Address and location of the local responsible office.

300 N. Coit Rd Ste 1150 Richardson, TX 75080 (Same responsible Office)

3. Name of office principles, their experience and professional experience:

Eric Eichelmann (President) has over 20 years experience MRO/Janitorial Industry and is also a member of the ISSA. He has presented various Six Sigma seminars in the janitorial industry all around the US. Has proven to be deliver a 98% fulfillment job rate with Starwood Staffing LLC as the main hub.

Sofia Eichelmann (Secretary) has been successfully running payroll at Starwood Staffing and has been able to secure the trust of the employees, thus higher retention rate.

4. Describe your firm's experience in providing likes services including the number of years your firm has actively provided such services.

Starwood staffing employees have over 20 years accumulated of experience in banquets, janitorial, concert events, fine dining, social events, grand openings, conventions, fundraisers, wedding venues and hospital food services. Where we strive on attention with every customer on every assignment. Our Mission is to build long term relationships with our customers whom we see as our business partners. We take personal and professional interest in both customers and employees to have a win/win situation for reducing cost and time in every operation we are involved in. Our employees have over 20 years in providing great contracts and temporary staff to large or small customers for the Janitorial Industry. Our staff is continuously trained and we strive that 100% of full time Employees are Bilingual in Spanish and English, even though we are a small company.

5. Provide a complete and current listing of all industrial certifications, accreditations and affiliations your firm holds.

ISSA, Six Sigma, Hispanic Chamber of Commerce of Irving Member, Hispanic Minority Owner.

6. Describe whether your firms has ever undergone any investigation by an outside agency pursuant to the filing of claims and describe the outcome of the investigation including ramifications to your firm or firm's client cities.

None

PROPOSAL RESPONSE DOCUMENTS/PROPOSAL FORM AND CONTENT RFP 2018-8-94

1. Firm name, address, phone number and date established.

Starwood Staffing LLC, 817-724-3168 Established in Texas 2013

2. Address and location of the local responsible office.

300 N. Coit Rd Ste 1150 Richardson, TX 75080 (Same responsible Office)

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Eric Eichelmann (President) has over 20 years experience MRO/Janitorial Industry and is also a member of the ISSA. He has presented various Six Sigma seminars in the janitorial industry all around the US. Has proven to be deliver a 98% fulfillment job rate with Starwood Staffing LLC as the main hub.

Sofia Eichelmann (Secretary) has been successful running the payroll department at Starwood Staffing and has been able to secure the trust of the employees to be able to grow at a consistent pace.

4. Number of employees- Internationally ,Nationally, and locally.

Locally: Have access to about 250 employees; This quarter we are averaging 150-185 full time employees; Depending on the month of the year.

5. Describe the organization, management philosophy and provide a history of the firm.

Starwood staffing employees have over 20 years accumulated of experience in banquets, janitorial, concert events, fine dining, social events, grand openings, conventions, fundraisers, wedding venues and hospital food services. Where we strive on attention with every customer on every assignment. Our Mission is to build long term relationships with our customers whom we see as our business partners. We take personal and professional interest in both customers and employees to have a win/win situation for reducing cost and time in every operation we are involved in. Our employees have over 20 years in providing great contracts and temporary staff to large or small customers for the Janitorial Industry. Our staff is continuously trained and we strive that 100% of full time Employees are Bilingual in Spanish and English, even though we are a small company. Currently we have amazing account managers for Allen Event Center and supervisors that have over 10 years experience in the housekeeping industry.

6. Demonstrate financial responsibility by providing the past two (2) years of financial statements prepared in accordance with generally accepted accounting principles. At a

minimum contractor shall submit a balance sheet, statement of changes in financial position, income statement and all accompanying footnotes.

EXHIBIT A AND EXHIBIT B IS ATTACHED

7. Describe the firm's relevant experience with the planning, organization and implementation of similar "Arena" sized housekeeping projects.

Starwood staffing management has 20 years of accumulated experience:

Mesquite Rodeo

Dallas Convention Center

Irving Convention Center

Texas Ranger's Stadium

Dallas Star Stadium (Frisco)

Allen Event Center

Our housekeeping success is relative to our highly skilled account manager's that poses great organization skills in which establish great training programs for our employees. We have a great retention program for our slow season we like to transfer our employees to our other accounts so they can continue their 40 hour work week with our company and help sustain our workforce.

8. Provide years of experience in cleaning event "Arenas" similar in size of the Allen Event Center. If experienced, provide what size, name and geographical location of the Arena

Starwood staffing management has 15 years of accumulated experience in the DFW Area:

Mesquite Rodeo (25-50 Employees Post Event)

American Airline Center Corporate office (Currently have 20-25 Full Time Employees in Housekeepint)

Dallas Convention Center (Events 100-200 Employees at a Time)

Irving Convention Center (Events 100-200 Employees at a Time)

Texas Ranger's Stadium (Events 100 Employees at a Time)

Dallas Star Stadium (Frisco) (25-50 Employees Post Event)

Allen Event Center (20-25 Employees in Post Event)

All these locations have Arenas and large bathroom areas, floors, carpets, trashcans etc.

The key is having hard working employees that do 2 times more in half the time compared to our competition.

9. Provide a detailed Plan of Execution. This plan shall include a minimum of the following items (a through g):

a. Manpower (**Currently we have about 75 employees from our other accounts that just specialize in Housekeeping in the DFW Area**)

b. Quality Control (**We have an ongoing internal training video and manual for the Allen Event Center**)

c. Safety and Health Plan (**Starwood Staffing LLC has an ongoing training program and video that covers safety and proper non-slip shoes for our employees**)

d. Firm's management program which describes how your standard operating procedures will be consistently implemented, managed and audited. (**Our management program is in the employee manual for housekeeping for the Allen Event Center and we also have a checklist that we have been using for the past 3 years**)

e. Reporting structure for communication with the City of Allen Event Center Operation Management and Staff. (**Currently we have supervisors that can communicate directly with city staff from our own Motorola radios onsite and we have the director of sales and the president visit the property on a regular basis to make sure everything is working smoothly. We also set up meetings via email and phone calls to address any issues or changes with any city staff member.**)

f. Training program which will include frequency and type of training on cleaning procedures and safe operation of equipment and cleaning supplies. This shall include your processes and handling the disposal of hazardous materials (**This is also mentioned in our training video and manual checklist**)

g. Firms guidelines for safe handling of chemicals and equipment (**We have firm guidelines and training to avoid any injuries with any of our equipment; out of the 1050 days worked (Zero incidents)**)

10. The City of Allen does not subcontract. If the firm is awarded the contract, all persons must be a direct employee of the firm. Describe the firm's plan on how to maintain and monitor designated employees that you have identified as being part of this response. (**We have firm guidelines to maintain and monitor our own employees and we DO NOT SUBCONTRACT since they have to be part of our payroll process.**)

11. Include a list of key administrative and supervisory personnel you plan to assign to this project along with their resumes and certifications. Discuss why you feel these individuals are the best personnel for the Allen Event Center's requirements.

Eric Eichelmann: President (Successfully executed 98% fulfillment rate as a company)

Currently have 20 years of experience in the Janitorial Industry. Engineering Degree at Texas A&M and MBA in Finance at the University of Dallas.

Luis Cortes: Director of Sales Successfully has ran Allen Event Center in Housekeeping and Concessions during our contract. Currently responsible for having managing great supervisors at Allen Event Center and executing 98% order fulfillment with high quality employees for your day/postpone events.

Patricia Perez: Has 20 years in this industry; Has successfully implemented housekeeping in American Airlines, Marriot's and Courtyards. She also has a 97% fulfillment rate for her accounts and specializes in training most of our staff.

Sofia Eichelmann: Studied her business administration abroad and has successfully managed all our employees payroll since the beginning of 2013 successfully.

Gonzalo Villegas: Has over 5 years experience in running a smooth efficient housekeeping operation for us since we started.

12. Employee background checks must be conducted by the firm before contractor start date with the City of Allen. Describe the firm's procedures and document maintenance of employee background checks and include how often a background check is conducted on existing employees. **(We run background checks at the beginning of their employment and we also periodically drug test and run reports again on a periodic basis for all of our accounts)**

13. Define the measures you have taken to retain employees. Describe your firm's annual employee attrition rate for the past three (3) years. **(We have grown substantially because of our pool of employees in the DFW area. We strive to help them achieve a 35-40 hour work week and we reward our employees with raises and monthly bonuses on various factors. We currently keep 90% of our employees year by year) We have demonstrated this at the Allen Event Center and all of our accounts.**

14. Vendor shall have a minimum of five years general cleaning experience with three (3) years of Arena or Event based experience. Does your firm meet this requirement? ☒ Yes
☐ No

15. Proposers must submit with their proposal a list of at least three (3) current references. References should include a contact name, email address and telephone number for jobs/contracts in the Public and/or Private Sectors that are equal to the size and complexity of the City of Allen's requirements, provided herein.

William Herman wherman@alleneventcenter.com (Allen Event Center Arena Asst GM)
972.912.1041

David Angeles dangeles@alleneventcenter.com (Allen Event Center Arena GM)
972.912.1070

Maria Flores maria.flores@aa.com (Housekeeping Manager) 817-956-6027

Joe Eustice jeustice@irvingconventioncenter.com (Irving Convention Center Banquet Mgr) 817-907-4675 Large Clean up Events

16. All invoices must be sent to the Allen Event Center for time verification and to the Accounts Payable, Finance Department at the address listed on page one (1) for departmental receipt verification and payment processing. **ALL INVOICES MUST BE SUBMITTED 24 HOURS AFTER EVENT. (We are very good at sending invoicing currently with the Accounts Payable Dept. in Allen Event Center)**

* ORIGINAL *



Premier Staffing Services

Someone You Can Rely On 24/7

requests@starwoodstaffing.com

Office: 214-842-7645

Fax: 214-879-0230

**300 N. Coit Rd Ste 1150
Richardson, TX 75080**

QUESTIONNAIRE

All Contractors shall provide answers to the following questions below:

1. Working with a familiar team is beneficial to the process at Allen Event Center. Can the firm consistently provide the same employees on the crew for event, post event and daily basic cleaning as specified?
2. Does your organization hold enough capital at all times to cover a 30-60-day payroll? To avoid from "Non-Sufficient Fund" or "Bounced" checks made out to firm's employees?
3. What is the pay structure for the organization? Weekly, Bi-weekly, Monthly?
4. Will your firm's policy and procedures manual be available and provided to the City of Allen Event Center management staff upon request?
5. If you were not awarded the "primary" contract and if the City of Allen decided on awarding a "secondary" contract, would your firm accept?
6. If a crewmember calls in sick, what is the response time to fill that position, once notified?
7. What is the response time for a restroom improperly cleaned at night, but discovered in the morning by city staff?
8. Describe how you would ensure that all carpet is properly vacuumed/extracted/cleaned and left completely dry and with a fresh scent.
9. Describe your training procedures, to include but not be limited to properly cleaning buildings and setting alarm codes/secure buildings.
10. Explain how your firm will be able to perform the required services expeditiously and competently as indicated by your workload and the availability of necessary personnel, equipment, facilities and other resources.
11. Explain why you think that your firm is the best candidate to be selected for award of this contract.
12. The nature of our events fluctuates, therefore, are there any limitations on the number of people/workers that your firm can provide? Is there a maximum number that you can provide at any given time? A minimum number that you can provide at any time?

SECTION V - PRICING
SECTION V - Hourly Rates/Price Schedule

HOURLY RATES

The sum of the hourly rate paid to the employee multiplied by the proposed mark-up percentage.

EXAMPLE:

Hourly rate paid to employee	\$8.00
Mark-up percentage	4%
Mark up amount	.32
Bill rate	8.32

1. Supervisor, Day Crew

Hourly rate paid to employee	\$ <u>12.75 Avg</u>
Mark-up amount	\$ <u>6.85</u>
Bill rate	\$ <u>19.60</u>
State your proposed Mark-up Percentage: <u>53.7</u> %	

2. General Crew

Hourly rate paid to employee	\$ <u>10.50 Avg</u>
Mark-up amount	\$ <u>6.50</u>
Bill rate	\$ <u>17.00</u>
State your proposed Mark-up Percentage: <u>61.9</u> %	

3. Supervisor, Event Crew

Hourly rate paid to employee	\$ <u>12.75 Avg</u>
Mark-up amount	\$ <u>6.85</u>
Bill rate	\$ <u>19.60</u>
State your proposed Mark-up Percentage: <u>53.7</u> %	

4. General, Event Crew

Hourly rate paid to employee	\$ <u>10.50 Avg</u>
Mark-up amount	\$ <u>6.50</u>
Bill rate	\$ <u>17.00</u>
State your proposed Mark-up Percentage: <u>61.9</u> %	

5. Supervisor, Post Event Crew

Hourly rate paid to employee \$ 12.75 Avg

Mark-up amount \$ 6.85

Bill rate \$ 19.60

State your proposed **Mark-up Percentage**: 53.7 %

6. General Crew, Post Event Crew

Hourly rate paid to employee \$ 10.50 Avg

Mark-up amount \$ 6.50

Bill rate \$ 17.00

State your proposed **Mark-up Percentage**: 61.9 %

**Price Schedule
Base Term (Year 1)**

Please provide pricing in the price schedule listed below. All prices quoted shall be firm and fixed.

DAY CREW - Daily Housekeeping - Offices, Concourse, Restrooms, Seating areas and Grounds

	Crew 1	Staff Qty (*Est.)	Per Hourly Rate
1	Day Supervisor	1	19.60
2	General Cleaning Crew (AEC/ACIR)	3	34.00

EVENT CREW - Housekeeping Activities - Event Based - Concourse, Restrooms, Seating areas, Grounds

	Crew 2	Staff Qty (*Est.)	Per Hourly Rate
3	Event Supervisor	1	19.60
4	Event Crew	10	170.00
5	Premium Level and Suites Crew	2	34.00

POST EVENT CREW - Housekeeping Activities - Event Based - Concourse, Restrooms, Seating areas, Grounds

	Crew 3	Staff Qty (*Est.)	Per Hourly Rate
6	Post Event Supervisor	1	19.60
7	Post Event General Cleaning Crew	15	255

	Crew 4	Staff QTY (*Est.)	Per Suite Rate
8	Post Event Suites Lead	1	19.60
9	Post Event Suite Cleaning Crew	8	136

*Varies by event - depending on the event type/capacity, the City reserves the right to request a crew comparable to event requirements. A Schedule/Event Calendar will be made available after the RFP has been awarded

Total for hourly rates (items 1-7) \$ 551.80

Total for Per Suite rates (items 8-9) \$ 155.60

Grand Total \$ 707.40

What is your firm's estimated annual (not-to-exceed) amount for this contract (to include labor rates, equipment/taking into account all requirements/specifications of this RFP)? \$ 384,500

Please show detailed formula for this estimation below:

Currently held pricing for another year (same 2018-2019)
125 Events (776 Day cost + 1500 Post) = 2276 x 125 = 284,500
1 supervisor Day + 3 Generalist = 100,000 year (37hrs wk)
Total = 384,500 roughly

**Price Schedule
Option Year Two (Year 2)**

Please provide pricing in the price schedule listed below. All prices quoted shall be firm and fixed.

DAY CREW - Daily Housekeeping - Offices, Concourse, Restrooms, Seating areas and Grounds

	Crew 1	Staff Qty (*Est.)	Per Hourly Rate
1	Day Supervisor	1	20.15
2	General Cleaning Crew (AEC/ACIR)	3	52.50

EVENT CREW - Housekeeping Activities - Event Based - Concourse, Restrooms, Seating areas, Grounds

	Crew 2	Staff Qty (*Est.)	Per Hourly Rate
3	Event Supervisor	1	20.15
4	Event Crew	10	175.00
5	Premium Level and Suites Crew	2	35.00

POST EVENT CREW - Housekeeping Activities - Event Based - Concourse, Restrooms, Seating areas, Grounds

	Crew 3	Staff Qty (*Est.)	Per Hourly Rate
6	Post Event Supervisor	1	20.15
7	Post Event General Cleaning Crew	15	262.50

	Crew 4	Staff QTY (*Est.)	Per Suite Rate
8	Post Event Suites Lead	1	20.15
9	Post Event Suite Cleaning Crew	8	140

*Varies by event - depending on the event type/capacity, the City reserves the right to request a crew comparable to event requirements. A Schedule/Event Calendar will be made available after the RFP has been awarded

Total for hourly rates (items 1-7) \$ 585.45

Total for Per Suite rates (items 8-9) \$ 160.15

Grand Total \$ 745.60

What is your firm's estimated annual (not-to-exceed) amount for this contract (to include labor rates, equipment/taking into account all requirements/specifications of this RFP)? \$ 395,000

Please show detailed formula for this estimation below:

Increase 2.5% vs Prior Year

We could probably be at the previous 385,000
if we have a high retention rate

**Price Schedule
Option Year Three (Year 3)**

Please provide pricing in the price schedule listed below. All prices quoted shall be firm and fixed.

DAY CREW - Daily Housekeeping - Offices, Concourse, Restrooms, Seating areas and Grounds

Crew 1		<u>Staff Qty (*Est.)</u>	<u>Per Hourly Rate</u>
1	Day Supervisor	1	20.25
2	General Cleaning Crew (AEC/ACIR)	3	53.25

EVENT CREW - Housekeeping Activities - Event Based - Concourse, Restrooms, Seating areas, Grounds

Crew 2		<u>Staff Qty (*Est.)</u>	<u>Per Hourly Rate</u>
3	Event Supervisor	1	20.25
4	Event Crew	10	177.50
5	Premium Level and Suites Crew	2	35.50

POST EVENT CREW - Housekeeping Activities - Event Based - Concourse, Restrooms, Seating areas, Grounds

Crew 3		<u>Staff Qty (*Est.)</u>	<u>Per Hourly Rate</u>
6	Post Event Supervisor	1	20.25
7	Post Event General Cleaning Crew	15	266.25

Crew 4		<u>Staff QTY (*Est.)</u>	<u>Per Suite Rate</u>
8	Post Event Suites Lead	1	20.25
9	Post Event Suite Cleaning Crew	8	142

*Varies by event - depending on the event type/capacity, the City reserves the right to request a crew comparable to event requirements. A Schedule/Event Calendar will be made available after the RFP has been awarded

Total for hourly rates (items 1-7) \$ 593.25

Total for Per Suite rates (items 8-9) \$ 162.25

Grand Total \$ 755.50

What is your firm's estimated annual (not-to-exceed) amount for this contract (to include labor rates, equipment/taking into account all requirements/specifications of this RFP)? \$ 394,500

Please show detailed formula for this estimation below:

2.5% increase vs prior year.
We could possibly achieve \$385,000
with additional training.