



CITY OF DORAL COUNCIL MEETING MEMORANDUM

ITEM TITLE:

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AUTHORIZING THE CITY MANAGER TO AWARD INVITATION TO NEGOTIATE #2025-12 "CITY FACILITIES CUSTODIAL SERVICES" TO ENCOMPASS ONSITE, THE MOST RESPONSIVE AND RESPONSIBLE PROPOSER; AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ENCOMPASS ONSITE FOR THE PROVISION OF CITY FACILITIES CUSTODIAL SERVICES IN AN AMOUNT NOT TO EXCEED DEPARTMENTAL BUDGETED FUNDS, FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO RENEW FOR AN ADDITIONAL FOUR (4) ONE-YEAR (1) PERIODS UNDER THE SAME TERMS, CONDITIONS, AND PRICES OF THE CONTRACT; AUTHORIZING THE CITY MANAGER TO APPROVE AS QUALIFIED SERVICE PROVIDERS THE SECOND AND THIRD HIGHEST-RANKED PROPOSERS UNDER THIS ITN, ALLOWING THE CITY TO SELECT THEM TO PROVIDE SERVICES IF THE TOP-RANKED PROPOSER IS UNABLE TO FULFILL THE FULL SCOPE OF WORK OR MEET THE TERMS AND CONDITIONS REQUIRED UNDER THE ITN; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND EXPEND BUDGETED FUNDS ON BEHALF OF THE CITY; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE

DEPARTMENT RECOMMENDATION:

Approval

BRIEF HISTORY:

As the City continues to grow, there is a need for the City's Government Center to adapt and transform in order to address the needs of a growing staff and ensure that the best possible service is provided to the community. The City of Doral, through its Public Works, Parks and Recreation, and Procurement and Asset Management Departments, issued Invitation to Negotiate (ITN) No. 2025-12 to solicit proposals from qualified service providers for custodial services at City Facilities. The scope of work includes providing all necessary personnel, supervision, cleaning supplies, and paper products and any other materials required to ensure the complete servicing of facilities. Buildings to be serviced under this ITN include:

- City Hall
- Cultural Arts Center
- Doral Police Department
- Police Department Training Center
- Public Works Warehouse

- Doral Central Park Community Center
- Doral Aquatic Center Cleaning Service, including “Night Cleaning”

The ITN solicitation was advertised and issued by the City of Doral on June 11, 2025. A public pre-proposal conference was held on June 25, 2025. The City received eighteen (18) proposals responses. Upon review of the responses by the Procurement and Asset Management Department, twelve (12) were deemed completed. All twelve (12) responsive proposals were forwarded to the Evaluation Committee for their review and preparation for the first Public Evaluation Committee meeting.

The following individuals were designated and approved by the City Manager to serve as members of the Evaluation Committee:

- Kenneth Soler, Assistant Parks & Recreation Director
- Rita Carbonell, Assistant Public Works Director
- Lazaro Quintero, Capital Improvements Division Chief
- Mauricio Narvaez, Superintendent of Park Operations
- Igor Ignatenko, Facility Manager

The Evaluation Committee convened for a public meeting on August 18, 2025. All responsive proposers were reviewed and ranked. Upon conclusion of the meeting, the Committee unanimously agreed to invite the top five (5) ranked proposers.

On September 3, 2025, the Evaluation Committee convened and received presentations, followed by Q&A sessions from all five shortlisted proposers. Upon completion of all presentations and Q&A sessions, the Committee ranked the proposers and unanimously decided to invite the top four (4) ranked proposers to the next phase of the ITN negotiation meetings with a purpose to prepare the finalists for submission of a “Best and Final Offer” (BAFO).

The Evaluation Team members included the following City staff:

- Fernando Casamayor, Assistant City Manager, CFO
- Roman Martinez, Procurement and Asset Management Director
- Kenneth Soler, Assistant Parks & Recreation Director
- Igor Ignatenko, Facility Manager

On September 16, 2025, the negotiating team met with all four (4) finalists. Upon conclusion of these meetings, the Procurement and Asset Management Director requested that each finalist submit their Best and Final Offer (BAFO). The BAFO’s were then distributed to all Evaluation Committee members for review prior to the final Public Evaluation Committee meeting. On October 9, 2025, the Committee convened for the Public Evaluation Committee meeting to evaluate and rank the BAFOs, along with other criteria as set forth in the ITN. Upon conclusion of the meeting, the Committee ranked all four (4) finalists as follows:

1. Encompass Onsite
2. USSI dba Grupo Eulen
3. AK Building Services
4. SFM Janitorial Services LLC

Based on the result of the final ranking of the finalists by Evaluation Committee, City Staff recommend that the award for ITN-2025-12 - City Facilities Custodial Services be granted to Encompass Onsite as the top-ranked proposer. Additionally, Public Works Department recommends that the second and third highest-ranked proposers be approved as qualified service providers under this ITN, allowing the City to select them to provide services if the top-ranked proposer is unable to fulfill the full scope of work or meet the terms and conditions required under the ITN.

The City Manager has reviewed the recommendation and concurs with awarding the contract pursuant to ITN-2025-12 to Encompass Onsite as the highest-ranked, qualified, responsive, and responsible proposer.

LEGISLATIVE ACTION: (IF APPLICABLE)

Date:	Resolution/Ordinance No.	Comments

FINANCIAL INFORMATION: (IF APPLICABLE)

No.	Amount	Account No.	Source of Funds
1.	\$181,089.00	001.80005.500340	Public Works Fund
2.	\$283,288.80	001.90005.500340	Parks & Recreation Fund
Total:	\$464,377.80		
Fiscal Impact Statement: The proposed item has a fiscal impact on expenditures of \$464,377.80 per year.			

STRATEGIC PLAN ALIGNMENT:

This item follows the Exceptional Service strategic initiative of the City's Strategic Plan.

ATTACHMENT(S):

- A. Encompass BAFO
- B. ITN 2025-12
- C. CM approved recommendation
- D. Draft Resolution.