



Memorandum

Date: October 9, 2025

To: Zeida Sardiñas
City Manager

From: Roman Martinez, MPA, CPPO, CPPB
Procurement and Asset Management Director *Roman Martinez* 10/9/2025

Subject: **Recommendation to Award ITN No. 2025-12 for City Facilities Custodial Services**

This memorandum provides an overview of the City of Doral Procurement Department's evaluation process and recommendation of award pursuant to ITN-2025-12 – City Facilities Custodial Services. It also seeks the City Manager's approval for the recommended award.

BACKGROUND:

The City of Doral ("City"), through its Public Works, Parks and Recreation, and Procurement and Asset Management Departments, issued ITN No. 2025-12 to solicit proposals from qualified service providers for custodial services. The scope of work includes providing all necessary personnel, supervision, cleaning supplies, and paper products, such as toilet paper, toilet seat covers, paper towels, garbage can liners, hand soap, and any other materials required to ensure the complete servicing of the facility or facilities in accordance with the specifications outlined in the ITN.

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) proposal responses through DemandStar.

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Upon review of the eighteen (18) ITN responses by the Procurement and Asset Management Department, twelve (12) were deemed responsive, while six (6) were determined non-responsive due to failure to meet the ITN requirements, including the non-submission of a bid bond.

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. The following firms, listed in alphabetical order, were included in the evaluation:

- AK Building Services
- Chi-Ada Corporation
- Clean Space LLC
- Egusquiza Office Solutions LLC dba Office Pride Commercial Cleaning
- Encompass Onsite
- Five Diamond Parking & Construction Cleaning LLC
- Florida Preferred Group
- Green Facility, Inc.
- Integrity Janitorial Services
- SFM Janitorial Services LLC
- United Services, Inc.
- USSI dba Grupo Eulen

Upon conclusion of the meeting, the Committee unanimously agreed to invite the top five (5) ranked proposers. The following firms, listed in alphabetical order, were selected for invitation:

- AK Building Services
- Encompass Onsite
- Florida Preferred Group
- SFM Janitorial Services LLC
- USSI dba Grupo Eulen

On September 3, 2025, the Evaluation Committee convened and received presentations, followed by question-and-answer (Q&A) sessions from all five (5) shortlisted proposers. Upon completion of all presentations and Q&A sessions, the Committee ranked the proposers and unanimously

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decided to invite the top four (4) ranked proposers to the next phase of the ITN: negotiation meetings. The four (4) finalists are listed below in alphabetical order:

- AK Building Services
- Encompass Onsite
- SFM Janitorial Services LLC
- USSI dba Grupo Eulen

On September 16, 2025, the negotiating team convened. It is important to note that the negotiating team does not rank or score the proposers; its purpose is 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

As a result of the final ranking of the finalists, the Evaluation Committee recommends that the award for ITN-2025-12 - City Facilities Custodial Services be granted to Encompass Onsite as the top-ranked proposer. Additionally, the Committee 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 Procurement Department’s recommendation and concurs with awarding the contract pursuant to ITN-2025-12 to Encompass Onsite as the highest-ranked, qualified, responsive, and responsible proposer.

Furthermore, the City Manager approves the Evaluation Committee’s recommendation to designate the second and third highest-ranked proposers as qualified under this ITN. This

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provides the City with flexibility to select an alternative service provider if Encompass Onsite does not fully meet the scope of work or the terms and conditions of the ITN.

The City Manager supports submitting this approval to the City Council for ratification and proceeding with the execution of an agreement with Encompass Onsite.



Zeida Sardiñas
City Manager

10/9/2025

Date

Attachments: ITN No. 2025-12 – City Facilities Custodial Services
ITN No. 2025-12 – ITN Bid Tally - Demandstar
ITN Proposal submission by Encompass Onsite
Interview Presentation provided by Encompass Onsite
Best and Final Offer (BAFO) submitted by Encompass Onsite
Scoring sheets and tally of the finalists

c: Francisco Rios, Deputy City Manager
Fernando Casamayor, Chief Financial Officer / Assistant City Manager
Carlos Arroyo, Public Works Director
Michael A. Festa, Parks & Recreation Director
Roman Martinez, Director of Procurement and Asset Management