

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 9, 2024

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution Awarding RFP No. 2024-07 for Janitorial Services to Image Janitorial Services, Inc, as the primary and American Janitorial, Inc. as the secondary awardee in the annual amount of \$224,082 and Establishing a Five-Year Award in the Amount of \$1,210,000 based on Satisfactory Performance and Budget Authorization

DATE: March 28, 2024

STAFF RECOMMENDATION

Staff recommends the Town Council approve Resolution No. 040-2024, Awarding RFP No. 2024-07 for Janitorial Services to Image Janitorial Services, Inc, as the primary and American Janitorial, Inc. as the secondary awardee in the annual amount of \$224,082 and Establishing a Five-Year Award in the Amount of \$1,210,000 based on Satisfactory Performance and Budget Authorization.

SUMMARY EXPLANATION/BACKGROUND

The Procurement and Contract Management Division issued RFP No. 2024-07 for Janitorial Services to support Townwide facilities. The previous contract was awarded to Kleen-Tech Services, LLC and was terminated for cause on December 2, 2023. The Town has experienced numerous performance issues with the incumbent. The incumbent was placed on a performance improvement plan. The vendor has failed to meet the performance improvement plan and therefore, The Procurement and Contract Management Division engaged the previous incumbent, Overtime Building Maintenance, to provide Townwide Janitorial Services in the interim, while a new RFP was issued out.

The Procurement and Contract Management Team broadcast this solicitation on Bonfire and DemandStar to 945 firms. This project was also advertised on the Public Purchase Website, the Town Website, and the Palm Beach Post.

The Town received ten (10) submissions of which eight (8) were found to be responsive and responsible for the solicitation documents.

The selection committee was charged with evaluating eight (8) firms. The selection committee

consisted of:

Voting

Jess Savidge
Mark Bresnahan
Paul Colby
Chief Sean Baker
Captain Rothrock

Non-Voting

Robert Miracle, CPA
Alisa Cox
Ryan Canterbury, Duke Basha, and Dean Mealy, Facilitators

The selection committee recommended requesting presentations from and conducting oral interviews with the three (3) top ranked firms. After interviews were conducted, the selection committee recommended awarding to a primary and secondary in the event that the primary awardee could not meet the expectations set forth in the solicitation.

It will be the goal of the newly awarded contract to establish firm expectations for deliverables. Monthly performance monitoring will be a requirement of the award.

FUNDING/FISCAL IMPACT

Funding for this contract will be from the Public Works and Recreation Department's Operating Budgets.

USER DEPARTMENT CONCURRENCE

The Public Works Department and the Recreation Department are in full concurrence with this recommendation.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.