

# TOWN OF PALM BEACH

Information for Town Council Meeting on: August 15, 2018

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TO: Mayor and Town Council

VIA: Kirk Blouin, Town Manager

FROM: H. Paul Brazil, P. E., Director of Public Works

RE: Ratification of the Selection Committee's Recommendation for RFP No. 2018-24  
Janitorial Services and Authorize a Purchase Order to Overtime Building  
Maintenance, Inc.  
**Resolution No. 114-2018**

DATE: July 17, 2018

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council approve Resolution No. 114-2018 to ratify the recommendation and ranking of the Selection Committee for RFP No. 2018-24 for janitorial services and authorize a purchase order to Overtime Building Maintenance, Inc. for janitorial services in the amount of \$132,711.60 and establish an annual project budget of \$146,000, contingent upon approval of the FY2019 budget. The five (5) year project budget shall be \$730,000, which includes an annual cost of \$132,711.60 and a \$66,442 contingency, contingent on funding in future fiscal years.

## **GENERAL INFORMATION**

This scope of work includes the cleaning of various Town buildings, including common household tasks such as vacuuming, dusting, emptying garbage cans, bathroom/kitchen cleaning, and other periodic cleaning activities such as window washing, carpet cleaning, etc.

The Town's previous cleaning contractor, Image Janitorial Services, had fulfilled a five (5) year contract and staff solicited proposals from vendors to provide janitorial services at Town buildings. The vendors were given a list of daily, weekly, monthly, quarterly, and annual tasks to be performed.

Staff issued a Request for Proposals (RFP 2018-24) for janitorial services and received six (6) proposals with one response deemed unresponsive. A Selection Committee was formed to review the vendor responses and to rate the most qualified vendor to provide these services. The Selection Committee consisted of Danielle Olson, Director of Human Resources; Joe Guelli, Captain, Palm Beach Police; Jimmy Duane, Assistant Chief, Palm Beach Fire Rescue; Ed Fiondella, Supervisor, Recreation; Brett Madison, Public Works Facility Maintenance Division Manager; Paul Colby, Public Works General Maintenance Supervisor (non-voting); John Cmar, Purchasing Coordinator (non-voting); and Dean Mealy, Purchasing Manager (non-voting).

On June 11, 2018 the Committee met to consider the submittals and the consensus was to narrow the list of vendors down to two (2) and interview each firm individually. After interviewing and ranking the firms, the Selection Committee recommends awarding the contract to Overtime Building Maintenance, Inc.

The attached memorandum from the Purchasing Manager indicates that the recommendation of the Selection Committee is to use Overtime Building Maintenance, Inc. for Town janitorial services.

If the Town Council approves this recommendation, staff recommends issuing a purchase order for \$132,711.60 and establishing an annual budget of \$146,000. This contract provides for the option of four (4) twelve-month renewals with all original terms, conditions and pricing. The cost for a five (5) year contract is \$730,000 and includes a ten-percent (10%) contingency for CPI increases and emergency work.

### **FUNDING/FISCAL IMPACT**

Sufficient funds are available in the proposed Public Works Department FY2019 budget to complete this work.

### **PURCHASING REVIEW**

This item has been reviewed by the Purchasing Division and approved as recommended.

### **TOWN ATTORNEY REVIEW**

This item has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Selection Committee Members  
Eric Brown, P.E., Assistant Director of Public Works  
Brett Madison, Facility Maintenance Division Manager  
Dean Mealy, Purchasing Manager