

**From:** [Dean Mealy](#)  
**To:** [Brett Madison](#); [Paul Colby](#); [Duke Basha](#); [John Cmar](#)  
**Subject:** Fwd: RFP No. 2018-24 Janitorial Services at Town Buildings  
**Date:** Wednesday, June 20, 2018 5:39:07 PM

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Sent from my iPhone

Begin forwarded message:

**From:** OTS Office <[office@otbuildingmaintenance.com](mailto:office@otbuildingmaintenance.com)>  
**Date:** June 20, 2018 at 17:32:12 EDT  
**To:** Dean Mealy <[dmealy@TownOfPalmBeach.com](mailto:dmealy@TownOfPalmBeach.com)>  
**Subject:** RE: RFP No. 2018-24 Janitorial Services at Town Buildings

Mr. Mealy,

I am very thankful to have been awarded the opportunity to attend the negotiations today. I acknowledge and understand the timelines highlighted in our discussion. I accept the request by the Town to reduce the overall number 2% and will ensure the quality of services to be unaffected.

I look forward to working with you during this process.

Sincerely,

Chrisanne Finnerty

**Overtime Building Maintenance Inc.**  
1335 Old Okeechobee Road  
Suite 500  
West Palm Beach, FL 33401  
(561) 659-9791 Office  
(561) 659-9789 Fax  
[office@otbuildingmaintenance.com](mailto:office@otbuildingmaintenance.com)

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**From:** Dean Mealy <[dmealy@TownOfPalmBeach.com](mailto:dmealy@TownOfPalmBeach.com)>  
**Sent:** Wednesday, June 20, 2018 4:19 PM  
**To:** OTS Office <[office@otbuildingmaintenance.com](mailto:office@otbuildingmaintenance.com)>  
**Subject:** FW: RFP No. 2018-24 Janitorial Services at Town Buildings  
**Importance:** High

Ms. Finnerty,

Thank you for attending our negotiation meeting held today. I wanted to highlight from

our discussion:

1. The Cone of Silence will remain in effect until Town Council Review/Approval, August 13, 2018. Until that time, all correspondence must be directed through my office.
2. The Town plans to put this item on the August 13, 2018 agenda for ratification.
3. Badging instructions will be provided by Paul Colby immediately following. With the provisions noted to access to Police, extra time will be required.
4. We will look at a October 1, 2018 as the official turnover date. We will begin the transition before that with you and your supervisors and the respective site coordinator right after the ratification to provide the proper timeline to move the contract out with as little disruption as possible.
5. The Town has respectfully requested that you reduce the overall number by 2.5%, resulting in a \$3,385.50 savings to the Town.

I look forward to hearing back so we may begin the process of creating the agenda item. Should you have any questions, please do not hesitate to contact me.

**Dean Mealy, II**  
**Purchasing Manager**

Town of Palm Beach  
Purchasing Division  
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