



TOWN OF PALM BEACH
MEMORANDUM

DATE: June 19, 2018

TO: Paul Brazil, Director of Public Works

FROM: Dean Mealy, Purchasing Manager 

SUBJECT: Final Ranking – RFP No. 2018-24 Janitorial Services for Town Buildings

The Town received proposals from six (6) respondents with one of them being non-responsive. On June 11, 2018, the Selection Committee met to consider the submittals. All members of the committee listed below were present:

Selection Committee Members -

Danielle Olson – Director, Human Resources
Joe Guelli – Captain, Palm Beach Police
Jimmy Duane – Assistant Chief, Fire Rescue
Ed Fiondella – Supervisor, Recreation
Brett Madison – Manager, Facilities Maintenance Division

Advisors and Facilitators (Non-Voting) -

Paul Colby – Supervisor, General Maintenance
Dean Mealy – Purchasing Manager
John Cmar – Purchasing Coordinator

The Committee agreed by consensus to shortlist two (2) firms – Overtime Building Maintenance Inc. and Sunshine Cleaning Systems, Inc. On June 18, 2018, the Selection Committee heard presentations and interviews with the shortlisted companies. All members of the Committee were present except Dean Mealy (via teleconference). After thorough consideration of the two (2) companies, the Selection Committee arrived at a final ranking as follows:

1. Overtime Building Maintenance Inc.
2. Sunshine Cleaning Systems, Inc.

It is the recommendation of the Selection Committee to negotiate a contract with Overtime Building Maintenance Inc. for the Janitorial Services Program. If negotiations are unsuccessful, the Town will commence contract negotiations with the second-ranked firm.

Cc: File: RFP No. 2018-24
John Randolph, Town Attorney
Selection Committee Members