

TOWN OF PALM BEACH

Information for Town Council Meeting on: October 10, 2023

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

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

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

RE: Approve the Award of ITB No. 2023-33, Vegetation and Litter Removal Cleaning to Image Janitorial Services, Inc. in the amount of \$54,828 and establishing a project budget of \$60,000 and a five-year award in the amount of \$300,000 based on satisfactory performance and budget authorization, **Resolution No. 128 -2023**

DATE: September 26, 2023

STAFF RECOMMENDATION

Town staff recommends that Town Council approve the Award of ITB No. 2023-33, Vegetation and Litter Removal Cleaning to Image Janitorial Services, Inc. in the amount of \$54,828 and establishing a project budget of \$60,000 and a five-year award in the amount of \$300,000 based on satisfactory performance and budget authorization.

GENERAL INFORMATION

The existing awarded ITB No. 2018-28 expired on September 30, 2023. The incumbent vendor is Property Works. The contract was for a five-year period.

The solicitation's scope noted the following: the awarded contractor is responsible for debris/litter removal and cleaning of streets, sidewalks, curbing and common areas in the commercial area and the Town's right of ways Monday through Friday.

Procurement and Contract Management issued ITB No. 2023-33 on July 31, 2023. The solicitation was broadcast on Demandstar, Public Purchase, the Town website, and the Palm Beach Post to over 401 potential suppliers.

The Town received four submissions from the following firms:

- Brightstar Property Maintenance Services, Inc
- Image Janitorial Services Inc
- Jai-Alexia Consulting, Inc.
- Property Works

The low bid submitted by Brightstar Property Maintenance Services Inc. was found to be non-responsive due to the lack of years of required experience.

After review with Public Works, the recommendation is to award Image Janitorial Services. The

firm submitted documentation to show they met the requirements of the bid. All references were vetted.

FUNDING/FISCAL IMPACT

Funding for this award will be from the departmental operating budget.

TOWN ATTORNEY REVIEW

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