



## City of Hallandale Beach City Commission Agenda Cover Memo

**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

<b>Meeting Date:</b>	June 6, 2018		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b>  <b>X</b>	<b>Ordinance</b>	<b>Other</b>
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	Multiple Accounts		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>	
						x
<b>Account Balance:</b>			<b>Quasi-Judicial:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>
						x
<b>Project Number :</b>			<b>RFP/RFQ/Bid Number:</b>	BID # FY 2017-2018-009 CITY OF HALLANDALE BEACH CUSTODIAL SERVICES CITYWIDE		
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <i>(Enter X in box)</i>			
	X					
			<b>Safety</b>	<input type="checkbox"/>		
			<b>Quality</b>	<input checked="" type="checkbox"/>		
			<b>Vibrant Appeal</b>	<input checked="" type="checkbox"/>		
<b>Sponsor Name:</b>	Roger M. Carlton, City Manager		<b>Department:</b> Public Works Department	Steven Parkinson, Assistant City Manager		

### Short Title:

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AWARDDING BID # FY 2017-2018-009 CITY OF HALLANDALE BEACH CUSTODIAL SERVICES CITYWIDE, TO THE LOWEST, RESPONSIBLE AND RESPONSIVE BIDDER, UNITED STATES SERVICES INDUSTRIES; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH UNITED STATES SERVICES INDUSTRIES IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SEVENTY SEVEN THOUSAND TWO HUNDRED SEVENTY-ONE DOLLARS (\$177,271) ANNUALLY FOR A TERM OF THREE YEARS FOR CUSTODIAL SERVICES AND AN ADDITIONAL AMOUNT NOT TO EXCEED FIFTY THOUSAND DOLLARS (\$50,000) ANNUALLY FOR AS-NEEDED DAY PORTER SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

## **Staff Summary:**

### **Background:**

On May 20, 2015, the City Commission approved Resolution No. 2015-35 awarding BID #FY 2014-2015-007 CUSTODIAL SERVICES to Safeguard Services Inc. The scope of work for this contract consisted of the City Hall facilities only (City Hall, Police and Commission Chambers, and Chamber of Commerce – Satellite Office at City Hall).

As the contract is set to expire June 26, 2018, a new bid was prepared for release, with the addition of the following facilities: Main Fire Station (111 Foster Road), OB Johnson Park, Foster Park, and DPW Water Treatment Plant.

### **Current Situation:**

#### **Release Date of Bid: April 16, 2018**

The release notice for BID # FY 2017-2018-009 CITY OF HALLANDALE BEACH CUSTODIAL SERVICES CITYWIDE (Exhibit 2) was sent via email to one hundred thirty (130) vendors from the City's Vendor list. The Bid was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, and City and HBCRA Social Media pages. The Bid was also advertised through the Miami Minority Business Development Agency Business Center, the U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

#### **Mandatory Pre-Bid Conference and Site Visits: April 30, 2018 at 11:00 A.M.**

There were twenty-one (21) vendors and seven (7) staff members in attendance at the Mandatory Pre-Bid Conference. There were sixteen (16) vendors that attended the Mandatory Site Visits.

In addition to providing the opportunity for vendors to ask questions during the Mandatory Pre-Bid Conference, the Bid allowed for additional questions to be sent via email by no later than May 3, 2018 at 11:00 a.m.

#### **Due Date: May 17, 2018 at 11:00 a.m.**

### **Lowest Responsive Bid:**

**United States Services Industries:** This Firm has been determined the lowest responsive Firm.

### **Proposals Received:**

Three (3) proposals were received.

PROPOSING FIRM	BID \$ AMOUNT	10% BID BOND	VARIANCES	LEGAL PROCEEDINGS	FIDELITY CRIME BOND AND CERTIFICATE OF INSURANCE	REFERENCES
United States Services Industries	Lowest Responsive Firm. \$177,270.96	Provided	Stated "None"	Stated "None"	Provided	3 of 5 Verified.
Marsden South, LLC	\$195,470.16	Provided	Stated "None"	Stated "None"	Provided	5 of 5 Verified.
Safeguard Services, Inc.	\$203,340.00	Provided	Provided must read page 44 of proposal.	Stated "None"	Provided	5 of 5 Verified.

**Fiscal Impact:**

The contract, as stipulated in the Bid, will be for a three year term. The low bid amount shall not exceed \$177,271 for each year of the term, for a total contract amount of \$531,813. The additional Day Porter services requested through the Bid shall not exceed \$50,000 for any year of the term. Day Porter services are any additional janitorial/custodial services required for special events, special circumstances or special cleaning projects as needed.

**Why Action is Necessary:**

Pursuant to Chapter 23, Section 23-4, Competitive Bidding Required, all purchases of and contracts for equipment, supplies and contractual services, when the estimated cost shall exceed \$50,000 shall be based on competitive bids. Furthermore, pursuant to Chapter 23, Section 23-6, Award of Contract, the City Manager, shall have the authority to recommend to the City Commission award of contracts.

**Proposed Action:**

Staff recommends approval of the attached Resolution awarding BID # FY 2017-2018-009 CITY OF HALLANDALE BEACH CUSTODIAL SERVICES CITYWIDE, and authorizing the City Manager to execute an agreement with lowest responsive responsible bidder, United States Services Industries, in an amount not to exceed \$531,813, and up to \$50,000 per year of the term for Day Porter services, and providing an effective date.

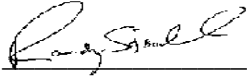
**Attachment(s):**

Exhibit 1 – Resolution

Exhibit 2 – BID # FY 2017-2018-009 COHB Custodial Services Citywide


Exhibit 3 – Bid Tabulation Summary Sheet

Prepared by:



Randy Stovall, Contracts and Asset Manager

Department Head Review:



Steven F. Parkinson, Assistant City  
Manager/Director of Public Works