



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	January 9, 2019		Item Type: <i>(Enter X in box)</i>	Resolution X	Ordinance	Other	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
	X		Public Hearing: <i>(Enter X in box)</i>	Yes	No X	Yes	No
Funding Source:	Utilities Fund		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No x	
Account Balance:	490-3390W-531010 \$50,221		Quasi-Judicial: <i>(Enter X in box)</i>	Yes		No x	
Project Number :			RFP/RFQ/Bid Number:	BID # FY 2017-2018-009 City of Hallandale Beach Custodial Service Citywide			
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: <i>(Enter X in box)</i>				
	X3		Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input checked="" type="checkbox"/>				
Sponsor Name:	Nydia M. Rafols, Interim City Manager		Department: 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, AUTHORIZING THE CITY MANAGER TO EXECUTE A CHANGE ORDER PURSUANT TO SECTION 23-12 OF THE HALLANDALE BEACH CODE OF ORDINANCES TO UNITED STATES SERVICES INDUSTRIES IN A TOTAL AMOUNT OVER THE THREE (3) YEAR TERM NOT TO EXCEED SEVENTY THREE THOUSAND NINE HUNDRED SEVENTY ONE DOLLARS (\$73,971) FOR CUSTODIAL SERVICES AT ADDITIONAL LOCATIONS WITHIN THE CITY PUBLIC WORKS COMPLEX; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

Background:

This item seeks City Commission's approval to amend to the scope of services provided in the Custodial Services contract with United States Services Industries (USSI).

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 providing daily custodial services for Municipal Complex only (City Hall, Police, Commission Chambers, and Chamber of Commerce – Satellite Office at City Hall). This contract expired on June 26, 2018 and a new bid (FY 2017-2018-009) 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.

On June 6, 2018 the City Commission approved Resolution No. 2018-045 (Exhibit 2) awarding Bid # FY 2017-2018-009 to United States Services Industries (USSI). The scope of services for this contract includes daily custodial services for the following city facilities:

- City Hall
- Police Department
- Commission Chambers
- Satellite Office at City Hall (Chamber of Commerce)
- Main Fire Station
- OB Johnson Park
- Foster Park
- Water Treatment Plant

This contract expires July 31, 2021. The cost to service these facilities is \$177,271 annually with up to an additional \$50,000 annually for day porter services (special cleaning services which will be requested on an as needed basis).

Current Situation:

The Public Works Complex includes the following buildings:

- Water Treatment Plant;
- Public Works Office (Includes the Fleet Facility);
- Old Water Treatment Plant (Includes the Sanitation Office); and,
- Auxiliary Building (Includes Crews Quarters, Supervisor's Office and Lunch Room);

However, only the Water Treatment Plant receives custodial service under the existing contract.

The other buildings in the Public Works Complex are serviced by the Public Works Department's Custodial Division. This division currently has one part-time vacancy that will not

be filled due to the hiring freeze in the General Fund. Staff is anticipating to eliminate this position due to difficulties in hiring and retaining part-time employees within the Custodial Division. To provide adequate custodial services to these buildings and not incur additional overtime cost in the Custodial Division, staff is recommending to amend the current contract with USSI to include custodial service for the remaining Public Works buildings.

Staff received a proposal from USSI for the additional service (Exhibit 3) in the amount of \$26,898 per year (\$2,241 monthly x 12 month period = \$26,898) to cover additional cleaning services for the remaining Public Works buildings.

Why Action is Necessary:

Pursuant to Code of Ordinances, Chapter 23, Section 23-12 Procedures for purchases in excess of \$50,000, item (7) Change Orders, Any change in the contract price, scope of work or time for completion of any project following the award of a contract shall be by a written change order, approved by the city manager and executed with the same formalities as the contract. (7)(a)The city manager may approve any change orders so long as the total sum of all change orders does not exceed the total amount awarded by the city commission by more than either ten percent of the contract cost or \$50,000.00, whichever is less. The scope of any project may not be changed without prior approval of the city commission.

Fiscal Impact:

The total cost increase for the duration of the contract period ending July 31, 2021 is \$73,970.

- Year 1 Additional Cost - \$20,173 (January 2019 to September 2019)
- Year 2 Additional Cost - \$26,898
- Year 3 Additional Cost - \$26,898

Funding is available in the following account for FY 2018-2019: 490-3390W-531010 Consultants/Professional Services.

Proposed Action:

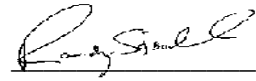
Staff recommends approval of the attached Resolution amending the contract with USSI to increase the scope of service by adding the remaining buildings in the Public Works Facility and authorizing the City Manager to execute an amendment to the agreement in the amount of \$26,898 annually for a new not to exceed annual amount of \$204,169 with up to an additional \$50,000 annually for day porter services which will be requested on an as needed basis; and providing an effective date.

Attachment(s):

- Exhibit 1 – Resolution
Exhibit 2 – Resolution 2018-045
Exhibit 3 – Proposal for Additional Custodial Service

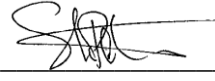
Exhibit 4 – Amendment No. 1

Prepared by:



Randy Stovall, Operations Manager

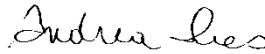
Department Head Review:



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



Mary Francis Jeannot, Assistant
Director of Public Works/Administration



Andrea Lues, Procurement Director



Jim Buschman, Risk Manager