



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		Item Type:			1 st Reading	2 nd Reading
10/20/2021 File No.: 21-409		<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other		Ordinance Reading	N/A	N/A
				Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
				Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
				Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):		Account Balance (\$):		Funding Source:	Project Number:	
\$11,190.92 Per Month		\$130,500 – Budgeted for FY 2021-2022		8090-552270-COV19 3390W-534010 4620-531010 3410-531010 3330W-531010 3510S-531010 3660-531010	N/A	
Contract/P.O. Required		RFP/RFQ/Bid Number:		Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		BID # FY 2017-2018-009 – City of Hallandale Beach Custodial Services Citywide		Jeffrey Odoms, Director	Public Works	
Strategic Plan Focus Areas:						
<input checked="" type="checkbox"/> Finance & Budget		<input type="checkbox"/> Organizational Capacity		<input type="checkbox"/> Infrastructure/Projects		
Implementation Timeline:						
Estimated Start Date: 12/1/2021				Estimated End Date: Upon New Contract Award		

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, UTILIZING CODE SECTION 23-8(5) UNIQUE CIRCUMSTANCES TO AUTHORIZE EXECUTION OF AMENDMENT NO. 1 TO AGREEMENT WITH UNITED STATES SERVICE INDUSTRIES, INC. FOR BID FY 2017-2018-009 CUSTODIAN SERVICES CITYWIDE IN ORDER TO EXTEND THE AGREEMENT ON A MONTH TO MONTH BASIS; AUTHORIZING THE CITY MANAGER TO SIGN ALL RELATED DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

This agenda item seeks City Commission authorization to extend the term of the existing month-to-month contract with United States Service Industries, Inc. (USSI), until the City Commission awards a new custodial services contract through the new formal solicitation.

Background:

On June 6, 2018, City Commission approved Resolution No. 2018-045 awarding a three-year contract to USSI (Exhibit 2). The contract expires on July 30, 2021. The current contract does not provide for an extension beyond the expiration date (Exhibit 3).

On August 24, 2021, the City issued ITB # FY 2020-2021-008 Janitorial Services for City Facilities.

On September 2, 2021, the City Manager approved extending the contract on a month-to-month basis for an amount not to exceed \$50,000 (Exhibit 4). This extension will expire mid December 2021.

Current Situation:

The current deadline of 9/27/2021 to respond to the ITB will have to be extended. This extension is needed because, based on the number of companies that have signed up to be part of the mandatory site visits and COVID19 protocols, the Procurement Department must hold the site visits during Fridays when City buildings are unoccupied. Per the Risk Manager no more than 10 total staff and firms at one time are allowed to be present to do the site visits. At these time, 15 different companies have signed up for the site visits. Based on this new timeline, the current month-to-month agreement will expire prior to the City Commission awarding a new custodial service contract.

The City received confirmation that USSI will honor the terms and conditions including pricing of the existing contract on a month-to-month basis beyond the contract's expiration date of July 31, 2021. The total contract amount for the past 3-year term is \$681,813. To date the City has encumbered \$454,520.21, which leaves a balance of \$227,292.79. The monthly expenditure is anticipated to be \$11,190.92.

To maintain a sanitary and sanitized environment in City facilities, it is in the City's best interest to have no interruption in custodial service. This need is even more imperative as we are still emerging from the COVID-19 pandemic. Staff recommends the City Commission consider these unique circumstances and approve an extension to the month-to-month contract beyond the City Manager's threshold.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (5) Unique circumstances, where the City Commission finds unique circumstances to establish that competitive bidding is not in the best interest of the City.

Cost Benefit:

There will be no price increase. The current vendor will continue providing service and agrees to honor the current price structure beyond the contract's expiration date of July 31, 2021.

PROPOSED ACTION:

City Commission to approve the attached resolution extending the term of the month-to-month contract with United States Service Industries, Inc. (USSI) until the City Commission awards a new custodial services contract through the new formal solicitation.

ATTACHMENT(S):

Exhibit 1 – Proposed Resolution
Exhibit 2 – Resolution No. 2018-045
Exhibit 3 – Contract with USSI for Custodial Service Citywide
Exhibit 4 – Month-to-Month Agreement with USSI

Prepared By: Mary-Francis Jeannot
Mary-Francis Jeannot
Public Works Budget and Fiscal Manager

Reviewed By: Jeff Odoms
Jeff Odoms
Director of Public Works

Approved By: Noemy Sandoval
Noemy Sandoval
Assistant City Manager