



Cover Memorandum/Staff Report

File #: 23-1085

Agenda Date: 9/5/2023

Item #: 6.M.2.

TO: Mayor and Commissioners
FROM: Samuel Metott, Director, Parks and Recreation
THROUGH: Terrence R. Moore, ICMA-CM
DATE: September 5, 2023

APPROVAL OF RESOLUTION NO. 160-23 TO AWARD AN AGREEMENT WITH UNIVERSAL BEACH SERVICE CORP., FOR BEACH CLEANING, MAINTENANCE, AND BEAUTIFICATION SERVICES - \$408,600 FOR THE INITIAL THREE-YEAR TERM

Recommended Action:

Motion to approve Resolution No. 160-23 to award an Agreement with Universal Beach Service Corp. for Beach Cleaning, Maintenance, and Beautification Services for the Municipal Beach and Atlantic Dunes Park in the estimated projected amount of \$408,600 (\$136,200 per year) through September 4, 2026 and authorizing the City Manager to approve renewal options, in the amount below, contingent upon appropriation of funds.

Background:

On April 10, 2023, a Request for Proposal (RFP) No. 2023-030 was advertised for Beach Cleaning, Maintenance and Beautification Services. On May 3, 2023, the City received three (3) submittals in response to the RFP, including proposals from Contractors Enterprises, Inc., Beach Raker, LLC. and Universal Beach Services Corp. One firm, Contractors Enterprises, Inc., was deemed non responsive to the submittal requirements, due to the vendor unresponsiveness to numerous email requests to cure required proposal deficiencies. On June 9, 2023, the Evaluation Committee completed its initial review and ranked Universal Beach Services, Corp., the incumbent firm as the top proposer.

The final ranking of firms is as follows:

Proposals	Ranking	Ranking Totals
Universal Beach Services Corp	1	257.0
W.D. Thompson d/b/a Raker	2	230.0

On June 30, 2023, the first negotiation session was conducted and on July 28, 2023 the second negotiation meeting was held to finalize the terms of the Agreement.

The primary user of these service are the Parks and Recreation Department. Under this Agreement, beach cleaning, maintenance and beautification services includes raking, sand sifting, beach tilling, and debris removal at the Municipal Beach and Atlantic Dunes Park. Universal Beach Services has

worked with the City of Delray Beach for three decades and is familiar with the dunes, turtle nesting requirements and the restoration efforts at the Municipal Beach and Atlantic Dunes Park.

The original term of the Agreement is for three (3) years, effective September 5, 2023 through September 4, 2026, with up to two (2) additional one (1) year renewal periods. Should the City exercise the renewal options provided in the Agreement, the cumulative project Agreement value is provided below:

Estimated Contract Value - Beach Cleaning, Maintenance and Beautification Services		
Initial Term - Year 1	September 5, 2023 - September 4, 2024	\$ 136,200.00
Initial Term - Year 2	September 5, 2024 - September 4, 2025	\$ 136,200.00
Initial Term - Year 3	September 5, 2025 - September 4, 2026	\$ 136,200.00
Renewal Year 1	September 5, 2026 - September 4, 2027	\$ 136,200.00
Renewal Year 2	September 5, 2027 - September 4, 2028	\$ 136,200.00
	Total:	\$ 681,000.00

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies.

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

001-72-738-572.34-90; Other Contractual Services

Timing of Request:

This is time sensitive to avoid interruption of services.

Attachment:

1. Legal Review Checklist
2. Resolution No. 160-23
3. Request for Proposal (RFP) 2023-030
4. Universal Beach Services Corp. Submittal
5. Vendor Signed Agreement