



Cover Memorandum/Staff Report

File #: 20-873

Agenda Date: 11/17/2020

Item #: 6.F.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Jennifer Alvarez, Interim City Manager
DATE: November 17, 2020

APPROVAL TO RETROACTIVELY APPROVE EXPENDITURES AND APPROVE AN INCREASE TO THE AGREEMENT WITH CINTAS CORPORATION NO. 2 FOR CITYWIDE FACILITIES MANAGEMENT PRODUCTS, RELATED SERVICES AND SOLUTIONS: FIRE PROTECTION SERVICES FOR THE PUBLIC WORKS DEPARTMENT - \$1,768,000

Recommended Action:

Motion to retroactively approve expenditures in the amount of \$68,000 and approve an increase in the total contract amount of \$1,768,000 comprising: \$500,000 increase for products and service; \$200,000 for fire protection services capital improvement for the Police Department, as approved in FY21 CIP; and retroactive approval for \$68,000 incurred expenses above existing contract value. The increase will enable needed service provision by Cintas Corporation No. 2, for citywide facilities management products and solutions: fire protection services.

Background:

On March 12, 2019, City Commission approved Resolution No. 112-18 with Cintas Corporation utilizing U.S. Communities Government Purchasing Alliance Solicitation No R-BB-19002 with Prince William County Public Schools for an estimated initial five (5) year term value of \$250,000 with the option to renew for two (2) additional two (2) year periods at \$250,000 per renewal term, contingent upon appropriation of funds. Purchasing Cooperative contracts of this type are used to obtain the best products at optimal pricing.

As a pilot run, Cintas began providing fire alarm maintenance, monitoring, inspection, and related services at several City of Delray Beach (City) facilities. Prior to Cintas, the City utilized a multitude of vendors with varying fees, contract conditions and inconsistent levels of service. As such, staff recommended, and City Commission authorized the standardizing of fire alarm related services. Cintas has subsequently demonstrated their reliability, capability, and superior quality of work. Staff recommends increasing the approved contract value to include renewals for the following purpose:

1. Finalize the transition of the fire alarm service providers. Of the one hundred ten (110) City buildings, fifty-five (55) conversions are completed.
2. Fiscal year 2021 included a Police Department (PD) sponsored Capital Improvement Project to replace two fire suppression systems, one is located within the computer server room for

PD and one for the 911 Dispatch Center server room. The new clean agent and waterless fire suppression system will replace, in its entirety the system originally installed in 1985; estimated cost is \$200,000.

3. Retroactive approval for unanticipated expenses incurred for maintenance and repairs at multiple City facilities during the transition of the service providers; \$68,000.

The total revised cumulative agreement value is provided below.

Revised Estimated Contract Value		
Initial Term (revised)	March 12, 2019 - October 31, 2023	\$1,200,000
Renewal 1	November 1, 2023 - October 31, 2025	\$250,000
Renewal 2	November 1, 2025 - October 31, 2027	\$250,000
Retroactive Approval		\$68,000
Total Estimated Contract Value:		\$1,768,000

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies and Procedures Manual, Accessing Contracts from other Government Agencies and Not-for-Profit Organizations.

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding will be proportionately prioritized in FY21-23 from Account No. 001-41-350-519.46-20; Building Maintenance.

Funding is available from Account No. 334-41-000-522.62-02; Capital Outlay Building Improvements

Timing of Request:

This issue is time sensitive. Fire alarm maintenance, monitoring and inspections are required by State Statutes and Municipal Ordinances.