



## Cover Memorandum/Staff Report

**File #:** 19-615

**Agenda Date:** 8/20/2019

**Item #:** 6.R.1.

**TO:** Mayor and Commissioners  
**FROM:** Caryn Gardner-Young, Acting Director Public Works  
**THROUGH:** Chief Neal de Jesus, Interim City Manager  
**DATE:** August 20, 2019

APPROVAL OF RESOLUTION NO. 119-19 TO AWARD AN AGREEMENT WITH STOCKTON MAINTENANCE GROUP, INC. FOR JANITORIAL SERVICES CITYWIDE (RFP 2019-003) - \$906,675

### **Recommended Action:**

Motion to approve Resolution No. 119-19 to award an agreement with Stockton Maintenance Group, Inc. for Janitorial Services Citywide (RFP 2019-003) in the estimated amount of \$906,675 for the agreement term and to authorize the City Manager to exercise any and all renewal options, in the amounts below, contingent upon appropriation of funds.

### **Background:**

On March 29, 2019, the City of Delray Beach (City) advertised RFP No. 2019-003 for Janitorial Services Citywide for the Public Works Department. The solicitation was viewed by one-hundred and fifty (150) firms on BidSync. Sixteen (16) proposals were received. Fourteen (14) proposals were evaluated based upon the criteria in the RFP since two (2) of the proposals were deemed non-responsive. Interviews were conducted by an Evaluation Committee with the three (3) top-ranked firms. The final ranking of firms is as follows:

Stockton Maintenance Group, Inc.	289
Sunshine Cleaning Systems, Inc.	282
Chi-Ada Corporation	258

After review and evaluation of the proposals, Stockton Maintenance Group, Inc. has been deemed the most responsive and responsible vendor and the Evaluation Committee is recommending award of the Agreement to it. The term of the Agreement will be for three (3) years with the option to renew for an additional two, one-year periods.

The resulting Agreement will be a performance-based agreement. The contractor is required to provide quality services and supplies to achieve the City-established performance standards. The proposed services consist of furnishing all labor, supplies, equipment, tools, materials, paper products, and supervision necessary to perform and maintain the facilities in a neat, clean and orderly condition. Quality conformance evaluations will be performed for each building covered by the

Agreement on a monthly basis.

Should the City exercise the renewal options provided in the Agreement, the cumulative agreement value is provided below.

Estimated Contract Value		
Initial Term	August 20, 2019 - August 19, 2022	\$906,675
Renewal Term 1	August 20, 2022 - August 19, 2023	\$302,225
Renewal Term 2	August 20, 2023 - August 19, 2024	\$302,225
\$1,511,125		

This motion is in accordance with the City Code of Ordinances, Section 36 and City Policies and Procedures.

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

001-41-350-529.34.15 Other Contractual Services Janitorial Services