



## Cover Memorandum/Staff Report

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**File #:** 21-506

**Agenda Date:** 7/13/2021

**Item #:** 6.G.

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**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Public Works Director  
**THROUGH:** Jennifer Alvarez, Interim City Manager  
**DATE:** July 13, 2021

APPROVAL TO INCREASE THE CONTRACT VALUE IN THE AMOUNT OF \$39,412 WITH SUNSHINE CLEANING SYSTEMS, INC. FOR JANITORIAL SERVICES CITYWIDE FOR PARK AND RECREATION DEPARTMENT

**Recommended Action:**

Motion to approve increase in the amount of \$39,412 to the contract value by adding the Delray Beach Municipal Golf Club managed by the Parks and Recreation Department. The increase will provide janitorial services necessary for the Delray Beach Municipal Golf Club.

**Background:**

On May 19, 2020, City Commission approved Resolution No. 66-20 with Sunshine Cleaning Systems, Inc. (Sunshine) for RFP 2019-003 Janitorial Services Citywide, in the estimated amount of \$1,382,551 for the Agreement term.

On October 6, 2021, the City Manager approved Amendment No. 1 revising the Agreement to amend the Pricing Schedule to add an additional location in the estimated value of \$23,290.20.

The current vendor that managed the janitorial services at the Delray Beach Golf Club opted not to renew the contract under the same prices, terms and conditions. Staff requested a quote from the incumbent janitorial services provider, Sunshine Cleaning Systems, Inc., and staff has recommended that the pricing presented is in accordance with the cleaning frequency and pricing schedule of other City facilities under the Agreement.

In the best interest of the City, staff recommends adding the Golf Club facility to the current Agreement with Sunshine Cleaning Systems, Inc., for one-year in the estimated amount of \$34,412. By adding the Golf Club to the current citywide Agreement, contract administration will be reduced. The department is requesting one-year of service until the facility returns to normal operations next year, at which time more comprehensive cleaning services will be solicited for this location.

The contract is a performance-based contract. Contractor is required to provide quality services and supplies to achieve the City established performance standards.

The proposed services consist of furnishing all labor, machines, equipment, tools, materials, 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 contract on a monthly basis.

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

Estimated Contract Value		
Initial Term (three-years) revised	June 29, 2020 - June 28, 2023	\$1,437,898.72
Renewal Term 1 revised	June 29, 2023 - June 28, 2024	\$466,162.24
Renewal Term 2 revised	June 29, 2024 - June 28, 2025	\$466,162.24
\$2,370,223.20		

A contingency of \$150,000 for the initial three-year term and \$50,000 for each one-year renewal option is included in the above amounts to allow for additional cleaning services, as needed.

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:**

445-75-760-575-3490

**Timing of Request:**

Time sensitive as the current contract has expired.