



MIAMI BEACH

DEPARTMENT OF PROCUREMENT
MANAGEMENT

REQUEST FOR CITY MANAGER APPROVAL

Requested Action			
	Piggyback Approval		Award of ITQ
	Contract Execution		Request for Contract Term Renewal
	Change Order Approval	x	Other
Request approval to add locations and services to Contract #269-2013 for Citywide Janitorial Services.			

Why is requested action necessary?

On February 12, 2014, upon affirmative action taken by the Mayor and City Commission of the City of Miami Beach, Florida, the authority to approve an award for citywide janitorial services with United Services, Inc. (USI), was given. The contract, executed on February 24, 2014, shall remain in effect for three (3) years and may be renewed, at the sole discretion of the City, through its City Manager for two (2) additional years, on a year-to-year basis, upon mutual agreement between the two parties.

Upon award of Contract #269-2013, USI performed walkthroughs of all numerous City facilities in an effort to establish an initial plan in taking over the cleaning of the buildings within the contract. In addition, USI worked with the City Representative to assess the cleaning schedules assigned to each building in an effort to ensure that the specifications of the contract were consistent with the expectations of the Property Management Department regarding the cleanliness of City facilities.

During these walkthroughs, the care and cleanliness of the beach front bathrooms and North Shore Open Space bathrooms were discussed as there is great concern regarding their present deplorable conditions. The initial transition date for the awarded contractor, USI, to begin services is May 1, 2014. However, due to the current conditions of the aforementioned locations it is imperative that services begin immediately. In addition to services needing to start immediately, the Department of Property Management and USI agree that there needs to be a porter on site to ensure that cleanliness is maintained throughout the high traffic hours. These restrooms facilities are located in areas that tourists utilize frequently, therefore the sanitary conditions must be addressed immediately.

Per Section 1.0, Special Conditions, 1.11, Additions/Deletions of Facilities or Locations, the contract allows for additional locations. Sec 1.11 specifically states, "at any time during the term of this contract the City may add or delete sites as deemed in the best interest of the City. In adding or deleting sites, the City may award to the vendor with the lowest total price, may seek quotes from one or more contract vendors or may make any other determination deemed to be in the best interest of the City".

Therefore, the following Beachfront locations, as currently listed in the contract, without porters in attendance and specified hours are being deleted:

THIRD STREET RESTROOM

Hours of Operation: 7am – 8pm; Monday – Sunday

3RD & Ocean

600 sf.

Male/Female

Level of Service: Daily 7am-8pm; Monday – Friday frequency levels at one hour intervals; Saturday/Sunday @ 30 minute intervals.

6TH STREET RESTROOM

Hours of Operation 7am-10pm

1,000 sf

Male/Female

Level of Service: Daily 7am-10pm; Monday–Friday frequency levels at one hour intervals; Saturday/Sunday @ 30 minute intervals.

10TH STREET RESTROOM

Hours of Operation 7am-10pm

10TH & Ocean

Male/Female

520 sf

Level of Service: Daily 7am-12am; Monday–Friday frequency levels at one hour intervals; Saturday/Sunday @ 30 minute intervals.

14th STREET RESTROOM

14th & Ocean
1,500 square feet
Male/Female

Level of Service: Daily 7am-10pm; Monday-Friday frequency levels at one hour intervals; Saturday/Sunday @ 30 minute intervals.

21st STREET RESTROOM

21st Street & Collins Ave.
864 square feet
Male/Female

Level of Service: Daily 7am-8pm; Monday – Friday frequency levels at one hour intervals; Saturday/Sunday @ 30 minute intervals.

Upon deletion, the following Beachfront locations, inclusive of a supervisor and porters, are being added for Special Events, Holidays and Weekends only at the following beachfront bathrooms in addition to their of regular hours.

3rd STREET RESTROOM

Level of Service: Daily 7am-8pm; Monday – Friday frequency levels at one hour intervals;

6TH STREET RESTROOM

Level of Service: Daily 7am-10pm; Monday-Friday frequency levels at one hour intervals

10TH STREET RESTROOM

Level of Service: Daily 7am-12am; Monday-Friday frequency levels at one hour intervals;

14th STREET RESTROOM

Level of Service: Daily 7am-10pm; Monday-Friday frequency levels at one hour intervals;

21st STREET RESTROOM

Level of Service: Daily 7am-8pm; Monday – Friday frequency levels at one hour intervals;

- Additional Work hours are from 8:00AM to 12:00 Midnight (shift of 16.0 hours,) beginning Saturday morning until Sunday at midnight, during the weekends. The holidays to be worked are:
Art Basel week, Art Deco weekend, Food and Wine Festival, Gay/Lesbian Pride, Martin Luther King weekend
Memorial Day weekend, New Year's Eve, Polo on the Beach, Sleepless Nights, Veterans Day weekend, 4th of July
 - United Services will have one dedicated worker/day Porter for each one of the four Locations above.
 - United Services will have one of the cleaners acting as working Supervisor responsible for the cleanliness of the five (5) Locations.
 - Total of the cleaners and working Supervisor are four (one for each location.)
 - Rate for the Cleaners of the above locations is \$21.67 per hour.
 - Rate for the working Supervisor of the above locations is \$26.99 per hour.
- Services beginning immediately upon approval.

In addition, the following locations are being added without a porter or supervisor:

NORTH SHORE OPEN SPACE PARK

Bathroom Locations #8051, 8301 and 8491
3 locations

Full cleaning service per the specifications of the contract seven (7) days per week, every hour for 12 hours Monday through Friday, and for 16 hours Saturday & Sunday, the starting time being determined by Property Management (will advise awarded contractor).

Monthly Cost: \$ 10,517.17

Annual Cost \$126,206.08

Services beginning immediately upon approval.

HISTORIC OLD CITY HALL

Full cleaning services as per the specifications of the contract on Tuesdays and Fridays only, with all common areas (Lobby areas, hallways and bathrooms,) being completed on a daily basis (Monday – Friday).

Monthly Cost: \$ 3,229.00

Annual Cost \$38,748.00

Services will begin on May 1, 2014.

Previous Action(s)

Services were previously provided under Contract # ITB-05-10-11 which expired.

Authority

Pursuant to ITB #269-2013, Section 1.0, Special Conditions, 1.11, Additions/Deletions of Facilities or Locations, the contract allows for additional locations. Sec 1.11 specifically states, "at any time during the term of this contract the City may add or delete sites as deemed in the best interest of the City. In adding or deleting sites, the City may award to the vendor with the lowest total price, may seek quotes from one or more contract vendors or may make any other determination deemed to be in the best interest of the City".

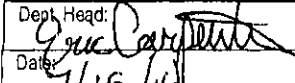

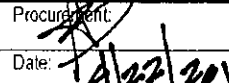
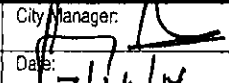
Fiscal Impact

The cost for the additional locations is estimated at \$164,954.08 annually. All expenditures associated with the provision of this service, such as additional locations, are subject to funds availability approved through the budgeting and requisition process.

Term

Contract #269-2013 shall remain in effect for an initial year term of three (3) years, with an option to renew for an additional two (2) one-year periods, to be exercised at the City Manager's sole discretion; from executed contract date of February 24, 2014.

Attachments**Approval**

Dept. Head:	ACM(s):	Procurement:	City Manager:
			
Date: 7/15/14	Date: 07/16/14	Date: 7/22/2014	Date: 7/16/14

Janitorial - Beach Restrooms Additional Services
Reduced - Budget Transfer Needed

Restrooms - Memorial Day & July 4th	# hrs	# Days	Hrly Rate		Total
3rd St	32	2	26.99	1,727.36	
6th St	32	2	21.67	1,386.88	
10th St	32	2	21.67	1,386.88	
14th St	32	2	21.67	1,386.88	
21st St	32	2	21.67	1,386.88	
Total Holidays					
7,274.88					

Weekends	# Hrs per Week	Sept 30th - April 21- 6 weeks	Hrly Rate		Total
3rd St	32	6	26.99	5,182.08	
6th St	32	6	21.67	4,160.64	
10th St	32	6	21.67	4,160.64	
14th St	32	6	21.67	4,160.64	
21st St	32	6	21.67	4,160.64	
64th St	1	1	21.67	21.67	
Total Weekends					
21,846.31					
Grand Total Additional Services					
29,121.19					

Janitorial - Beach Restrooms Additional Services

Restrooms - Memorial Day & July 4th	# hrs	# Days	Hrly Rate		Total
3rd St	32	2	26.99	1,727.36	
6th St	32	2	21.67	1,386.88	
10th St	32	2	21.67	1,386.88	
14th St	32	2	21.67	1,386.88	
21st St	32	2	21.67	1,386.88	
Total Holidays					
7,274.88					

Weekends	# Hrs per Week	Sept 30th - April 21- 6 weeks	Hrly Rate		Total
3rd St	32	23	26.99	19,864.64	
6th St	32	19	21.67	13,175.36	
10th St	32	23	21.67	15,949.12	
14th St	32	23	21.67	15,949.12	
21st St	32	23	21.67	15,949.12	
64th St	1	1	21.67	21.67	
Total Weekends					
80,909.03					
Grand Total Additional Services					
88,183.91					

Janitorial - Beach Restrooms Additional Services

Restrooms - Memorial Day & July 4th	# hrs	# Days	Hrly Rate	Total
3rd St	32	2	26.99	1,727.36
6th St	32	2	21.67	1,386.88
10th St	32	2	21.67	1,386.88
14th St	32	2	21.67	1,386.88
21st St	32	2	21.67	1,386.88
Total Holidays				7,274.88

	# Hrs per Week	# Weeks - April 21- Sept 30th	Hrly Rate	Total
Weekends				
3rd St	32	23	26.99	19,864.64
6th St	32	19	21.67	13,175.36
10th St	32	23	21.67	15,949.12
14th St	32	23	21.67	15,949.12
21st St	32	23	21.67	15,949.12
64th St	1	1	21.67	21.67
Total Weekends				80,909.03

Grand Total Additional Services	88,183.91
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<29,674,84>

58,509.07 - TRANSFER PENDING -