

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.

After Contract #269-2013 was awarded, the City Manager directed the Public Works Director to add a Day Porter to City Hall and the Police Station, as well as Weekend cleanup at other locations which are in operation 7 days a week and the weekend services were not included in the original contract proposal. It was determined that the level of service had to be increased in these locations due to the amount of people frequenting and working in the facilities. In addition, the Public Works Department was directed to provide daily garbage pick-up at the City Hall site. All of the above services were implemented immediately per the City Managers directive.

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".

The locations and services being added are as follows:

Facility	Job Assignment	Hours/Week	Hours/Year	Rate \$/Hour	Yearly Rate
Sanitation	Weekend Cleanup	8	416	\$ 21.67	\$ 9,014.72
Public Works – Maintenance	Weekend Cleanup	8	416	\$ 21.67	\$ 9,014.72
Code Compliance	Weekend Cleanup	4	208	\$ 21.67	\$ 4,507.36
City Hall/New Floor	Weekend Cleanup	20	1,040	\$ 21.67	\$ 22,536.80
		Monthly Cost	\$ 3,56.13	Yearly Cost	\$ 45,073.60

Additionally, it has been determined that additional services are required at locations already services by the contractor. The contract, pursuant to section 3.1.11 Support Services (to be ordered under Additional Services), states as follows; 1. Provide all cleaning servicing required by the Contract Coordinator, 2. Support services recommendations by the Contract coordinator must be reviewed and approved by the Property Management Director, or designee, prior to notifying the Contractor." allows for additional services to be engaged.

The following indicates the additional services requested at this time;

Facility	Job Assignment	Hours/Week	Hours/Year	Rate \$/Hour	Yearly Rate
City Hall Building	Evening Cleaner	40	2,080	\$ 21.67	\$ 45,073.60
City Hall Porter	Day Porter	40	2,080	\$ 21.67	\$ 45,073.60
Miami Beach Police Dept.	Day Porter	40	2,080	\$ 21.67	\$ 45,073.60
Historic Old City Hall	Day Cleaner	20	1,040	\$ 21.67	\$ 22,536.80
		Monthly Cost	\$ 13,146.46	Yearly Cost	\$ 157,757.60

Total Additional Services Cost: \$ 202,831.20

Previous Action(s)

These services are in addition to the services provided under the current contract by the City Managers directive.

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" and Section 3.1.11 Support Services (To be ordered under Additional Services), states as follows; "1. Provide all cleaning servicing required by the Contract Coordinator, 2. Support services recommendations by the Contract coordinator must be reviewed and approved by the Property Management Director, or designee, prior to notifying the Contractor."

Fiscal Impact

The cost for the additional locations is estimated at \$202,831.20 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:
<i>Gene Carpenter</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Date:	Date:	Date:	Date:
<i>8/13/14</i>	<i>8/13/14</i>	<i>8/17/14</i>	<i>8/13/14</i>

MM
8/12/14

Rodriguez, Joe

From: Gonzalez, Yusbel
Sent: Friday, August 01, 2014 11:49 AM
To: Rodriguez, Joe
Subject: FW: REMINDER: PLEASE SEND ME THE REQUEST TO ADD THE PORTER AND THE NIGHT SHIFT AND THE PORTER AT POLICE
Attachments: Request for CM Approval 2013-269-ITB ME For Citwide Janitorial Services.docx



MIAMI BEACH

Yusbel Gonzalez, CPPB

Senior Procurement Specialist

Procurement Department

1700 Convention Center Drive, Miami Beach, FL 33139

Tel: (305) 673-7000, ext. 6230, fax: 786-394-4073

email: YusbelGonzalez@miamibeachfl.gov

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

From: Williams, Steven - Procurement
Sent: Tuesday, July 08, 2014 4:17 PM
To: Gonzalez, Yusbel
Subject: FW: REMINDER: PLEASE SEND ME THE REQUEST TO ADD THE PORTER AND THE NIGHT SHIFT AND THE PORTER AT POLICE

Yusbel,

Please see the locations that Tony needs to add, as an amendment, to the contract.
Please see attached a memo I did previously to add and/ or delete locations.
Any questions, please contact me.

Regards,

MIAMI BEACH

Steven Williams

Procurement Coordinator

Department of Procurement Management

1700 Convention Center Drive, Miami Beach, FL 33139

Tel: 305-673-7497/Fax: 786-394-4330 <http://www.miamibeachfl.gov>

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

From: Zapata, Edgard
Sent: Tuesday, July 01, 2014 8:33 AM

To: Williams, Steven - Procurement; Estevez, Maria

Cc: Reisler, Maddy; Kaniewski, Anthony

Subject: RE: REMINDER: PLEASE SEND ME THE REQUEST TO ADD THE PORTER AND THE NIGHT SHIFT AND THE PORTER AT POLICE

Good Morning Steven;

Here is the detail requested:

Facility \$/hour	Job Assignment	Hours/Week	Hours/Year	Rate
City Hall Building	Evening Cleaner	40	2088	21.67
City Hall Building	Day Porter	40	2088	21.67
MB Police Dept	Day Porter	40	2088	21.67
Historic Old CH	Day Cleaner	20	1044	21.67
Sanitation	Weekend Cleanup	8	418	21.67
Public Works – Maint	Weekend Cleanup	8	418	21.67
Code Compliance	Weekend Cleanup	4	209	21.67
City Hall / New floor	Weekend Cleanup	20	1044	21.67

Please let me know about it since I have to ask Maddy for Request of PO to pay United Services May Invoices.
Thank you for all your help.

Respectfully

MIAMIBEACH

Edgar Zapata, Contract Coordinator

PUBLIC WORKS / Property Management Division

1245 Michigan Avenue, Miami Beach, FL 33139

Tel: 305-673-7000 Ext. 2964

Cel: 786-299-0118

edgardzapata@miamibeachfl.gov

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community

From: Williams, Steven - Procurement

Sent: Monday, June 23, 2014 9:21 AM

To: Zapata, Edgar

Cc: Kaniewski, Anthony

Subject: FW: REMINDER: PLEASE SEND ME THE REQUEST TO ADD THE PORTER AND THE NIGHT SHIFT AND THE PORTER AT POLICE

Good Morning Edgar,

Tony has sent the email requesting the additional hours and/or positions.

In the same manner in which the previous request were sent I am in need of the same detail.

If the hours and pay will be the same as a specific location in the contract please advise.

Again, I need the hours, pay rate, etc.

Call me if necessary.

Thanks,

MIAMIBEACH

Steven Williams

Procurement Coordinator

Department of Procurement Management

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Tel: 305-673-7497/Fax: 786-394-4330 <http://www.miamibeachfl.gov>

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From: Kaniewski, Anthony

Sent: Friday, June 20, 2014 8:57 AM

To: Williams, Steven - Procurement

Subject: RE: REMINDER: PLEASE SEND ME THE REQUEST TO ADD THE PORTER AND THE NIGHT SHIFT AND THE PORTER AT POLICE

Sorry for the delay.....

Steven as discussed, the addition of a day porter at City Hall and the Police Station is a result of a directive given to me by the City Manager. It was determined that the level of service had to be increased in these two locations due to the amount of people frequenting and working in the facilities. In addition, I was directed to provide daily garbage pick-up at the City Hall site. All of the above services were implemented immediately.....

From: Williams, Steven - Procurement

Sent: Tuesday, June 17, 2014 5:32 PM

To: Kaniewski, Anthony

Subject: REMINDER: PLEASE SEND ME THE REQUEST TO ADD THE PORTER AND THE NIGHT SHIFT AND THE PORTER AT POLICE

MIAMIBEACH

Steven Williams

Procurement Coordinator

Department of Procurement Management

1700 Convention Center Drive, Miami Beach, FL 33139

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