

**CITY OF MIAMI BEACH
COMMISSION ITEM SUMMARY**



Condensed Title:

Request for Approval to Award Contracts to Primary and Secondary Vendors as Stated Herein, for Providing Citywide Janitorial Services Pursuant to Invitation to Bid No. 34-02/03, n the Estimated Annual Amount of \$797,915.

Issue:

Shall the City Commission approve the Awards?

Item Summary/Recommendation:

The purpose of Invitation to Bid No. 34 – 02/03 (the “Bid”) is to provide janitorial services for the City of Miami Beach’s facilities/offices, and garages on a daily basis. The successful contractors will provide all labor, equipment, tools, chemicals, paper products and supervision to perform the work in accordance with the terms and conditions scope of services specified in the Bid.

Based on the analysis of the bids received, it is in the City’s best economic interest to request for approval to award contracts to primary and secondary vendors that submitted the lowest and best bid price for each individual location: Chi-Ada Corporation, RD Cleaning & General Maintenance, Inc., Best’s Maintenance, Janitorial Services, Inc., Cleaning Systems, Inc., and Vista, pursuant to Invitation to Bid No. 34-02/03, for providing citywide janitorial services, in the estimated annual amount of \$797,915.

The contracts awarded are subject to the requirements of the Living Wage Ordinance (No. 2001-3301), which states that all employees who provide services covered by this contract shall be paid a Living Wage of no less than \$8.56 an hour with health benefits (plus at least \$1.25/hour must be contributed towards health benefits) or a living wage of no less than \$9.81 an hour without health benefits. The fiscal impact of incorporating the Living Wage Ordinance is \$264,601, or 43% increase from the current janitorial services contract.

APPROVE THE AWARDS.

Advisory Board Recommendation:

Financial Information:

Source of Funds:	Amount	Account	Approved
<div style="border: 1px solid black; width: 40px; height: 40px; display: inline-block;"></div> Finance Dept.	1	\$282,000	520.1720.000325 (FY 03/04)
	2	\$120,000	480.0463.000325 (FY 03/04)
	3	\$45,000	142.6976.000325 (FY 03/04)
	4		
	Total	\$447,000 (FY 03/04)	Remaining funds will be requested in the FY 04/05 Budget.

City Clerk’s Office Legislative Tracking:

Gus Lopez, ext.6641

Sign-Offs:

Department Director	Assistant City Manager	City Manager
GL FB	RCM	JMG

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Agenda Item B2A
Date 5-5-04

CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139
www.miamibeachfl.gov



COMMISSION MEMORANDUM

To: Mayor David Dermer and
Members of the City Commission

Date: May 5, 2004

From: Jorge M. Gonzalez
City Manager

Handwritten signature of Jorge M. Gonzalez.

Subject: **REQUEST FOR APPROVAL TO AWARD CONTRACTS TO PRIMARY AND SECONDARY VENDORS AS STATED HEREIN, FOR PROVIDING CITYWIDE JANITORIAL SERVICES PURSUANT TO INVITATION TO BID NO. 34-02/03, IN THE ESTIMATED ANNUAL AMOUNT OF \$797,915.**

ADMINISTRATION RECOMMENDATION

Approve the Award of Contracts.

AMOUNT AND FUNDING

\$282,000 Property Management Account No. 520.1720.000325 (FY 2003/04)
\$120,000 Parking Garage Fund Account No. 480.0463.000325 (FY 2003/04)
\$45,000 Parking Garage Fund Account No. 142.6976.000325 (FY 2003/04)
\$447,000

The total estimated amount of \$797,915 is based on the following:

- | | | |
|----|--|-----------------|
| 1. | Bid results based on the known locations at the time of Bid issuance: | \$562,438 |
| 2. | Estimated cost of new locations to be added to the contract
(see Appendix A for complete list): | \$184,759 |
| 3. | Estimated contingency costs for special events: | <u>\$50,000</u> |
| | | \$797,915 |

The total funding needed to maintain current service levels (\$797,915) will be requested to be funded from Property Management Account No. 520.1720.000325, and the Parking Garage Fund upon approval of the FY 2004/05 Budget.

FISCAL IMPACT OF THE LIVING WAGE ORDINANCE

The contracts awarded are subject to the requirements of the Living Wage Ordinance (No. 2001-3301), which states that all employees who provide services covered by this contract shall be paid a Living Wage of no less than \$8.56 an hour with health benefits (plus at least \$1.25/hour must be contributed towards health benefits) or a living wage of no less than \$9.81 an hour without health benefits. The fiscal impact of incorporating the Living Wage Ordinance is \$264,601, or 43% increase from the current janitorial services contract.

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ANALYSIS

The purpose of Invitation to Bid No. 34 – 02/03 (the “Bid”) is to provide janitorial services for the City of Miami Beach’s facilities/offices, and garages on a daily basis. The successful contractors will provide all labor, equipment, tools, chemicals, paper products and supervision to perform the work in accordance with the terms and conditions scope of services specified in the Bid.

The term of the contracts will be for a period of two years, and may be renewed for four additional years. After the initial two-year contract, the contracts prices will be reconsidered for adjustment prior to the four-year renewal. The contracts increases shall not be more than the percentage increase or decrease in the Consumer Price Index (CPI-U all urban areas).

The “Bid” was issued on March 24, 2003, with an opening date of May 12, 2003. A pre-bid and site visit conducted on April 9, 2003. Notices were sent to 35 prospective bidders, which resulted in the receipt of 15 bids. Of the 15 bids received, six (6) were deemed responsive, and nine (9) bids were deemed for non-responsive.

Based on the analysis of the six (6) responsive bids received, it is recommended that the City Commission approve multiple awards to primary and secondary vendors based on the lowest and best bid received for each location. One responsive bidder, AM-KO Building Maintenance, Inc. (“AM-KO”), would not accept an award per location since their bid offer was based on a total award.

Listed below is the estimated annual contract amount to the five (5) recommended vendors:

Chi-Ada Corporation	\$201,743.88
RD Cleaning & General Maintenance, Inc.	\$157,602.12
Best’s Maintenance & Janitorial Service, Inc.	\$107,403.96
Cleaning Systems, Inc.	\$ 88,920.00
Vista Building Maintenance Services	\$ 6,768.24
TOTAL:	\$562,438.20

The Bid totals (\$562,438.20) does not include any “additional services” (not specified in the scope of services) that may be required for carpet cleaning, window cleaning, pressure cleaning, or additional services for the five City Garages. The above totals do not include the cleaning of the Beach Restrooms, or the 1st, 46th, 53rd, and 73rd Street Restrooms, as this work is being provided by the City’s Sanitation Department.

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Additionally, the Bid totals do not include janitorial services that will be needed for the various facilities listed in Appendix A, that are either under construction or were not included in the Bid at the time of issuance.

Any additional facilities or increase in the scope of work will be accomplished via a request for pricing from the five (5) vendors awarded contracts, and based on the lowest and best bid per location, the respective contracts will be amended accordingly.

The bid results are tabulated and attached herein and labeled Appendix B and C.

CONCLUSION

Based on the analysis of the bids received, it is in the City's best economic interest to request for approval to award contracts to primary and secondary vendors that submitted the lowest and best bid price for each individual location: Chi-Ada Corporation, RD Cleaning & General Maintenance, Inc., Best's Maintenance, Janitorial Services, Inc., Cleaning Systems, Inc., and Vista, pursuant to Invitation to Bid No. 34-02/03, for providing citywide janitorial services, in the estimated annual amount of \$797,915.

JMG:PCM:FB:GL:JE

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APPENDIX A
NEW FACILITIES TO BE ADDED

1. North Shore Park- new concession and bathroom facility
2. Bass Museum School- new Park and Rec offices
3. Skate Park bathroom facility at 21st Street- Bandshell
4. The new Parks Administration building 2100 Meridian Ave
5. The new Operations. office at NSOP
6. The renovation of South Point Park -- new facilities
7. The renovation of Washington Park -- new facilities
8. Normandy Pools and Facility.
9. Miami Beach Club house and Golf course restrooms
10. North Shore Open Space Park (multiple restrooms)
11. Normandy Golf Course
12. SIU = 1st Floor at Old City Hall
13. 1833 Bay Road Building
14. Any additional space made available in the 777 Building. (5th Floor just became vacant)
15. 4th Floor Old City Hall (PD's City Central Division)
16. Womb Building (2nd Street and Washington Avenue— PD)
17. Children's Affairs and Homeless Coordination Offices at the 555 Building (under construction)
18. Byron Carlyle Theater and Office Spaces

APPENDIX "B"	(P) Primary Awardee				(S) Secondary Awardee				CHI-LADA CORP	CSI		RD CLEANING		VISTA		
	PREVIOUS BID WITHOUT LIVING WAGE	* AM-KO		BEST CLEANING		BUILD & GLASS MONTHLY FOR BUILD & GLASS CLEAN		TOTAL MONTHLY FOR BUILD & GLASS CLEAN		BUILD & GLASS MONTHLY FOR BUILD & GLASS CLEAN	TOTAL MONTHLY FOR BUILD & GLASS CLEAN	BUILD & GLASS MONTHLY FOR BUILD & GLASS CLEAN	TOTAL MONTHLY FOR BUILD & GLASS CLEAN		BUILD & GLASS MONTHLY FOR BUILD & GLASS CLEAN	TOTAL MONTHLY FOR BUILD & GLASS CLEAN
		BUILD & GLASS MONTHLY COST	TOTAL MONTHLY FOR BUILD & GLASS CLEAN	BUILD & GLASS MONTHLY COST	TOTAL MONTHLY FOR BUILD & GLASS CLEAN	BUILD & GLASS MONTHLY COST	TOTAL MONTHLY FOR BUILD & GLASS CLEAN									
CITY HALL	\$5,370.00	\$8,720.00	\$7,912.00	\$8,026.78	\$8,479.31	\$10,665.00	\$7,410.00	\$9,086.59								
GLASS CLEAN (as a monthly cost)		\$1,066.67	\$0.00	\$452.53	\$8,479.31	\$4,000.00	\$5.00	\$366.67						\$9,453.26		
BID ITEM 2 S. RAKOW - NIGHT	\$2,010.00	\$4,409.44	\$3,451.00	\$3,827.83	\$8,479.31	\$4,900.00	\$3,354.68	\$3,572.81								
GLASS CLEAN (as a monthly cost)		\$300.00	\$80.00	\$297.33	\$4,125.16	\$133.33	\$5.00	\$201.67						\$3,774.48		
BID ITEM 3 POLICE DEPT.	\$6,370.00	\$10,814.40	\$11,940.00	\$10,740.58	\$11,413.33	\$15,870.00	\$12,618.60	\$12,511.77								
GLASS CLEAN (as a monthly cost)		\$1,266.67	\$400.00	\$672.75	\$11,413.33	\$333.33	\$5.00	\$183.33						\$12,695.10		
BID ITEM 4 HISTORIC C. H.	\$695.00	\$1,400.00	\$1,090.00	\$2,305.00	\$2,796.67	\$1,909.00	\$2,513.33	\$2,059.20								
GLASS CLEAN (as a monthly cost)		\$1,200.00	\$80.00	\$491.67	\$2,796.67	\$2,000.00	\$5.00	\$366.67						\$2,425.87		
BID ITEM 5 RESTROOMS																
BID ITEM 6 BASS DEV. OFFICE	\$147.00	\$700.00	\$388.00	\$150.00		\$527.00	\$4,712.50	\$295.98								
GLASS CLEAN (as a monthly cost)		\$16.67	\$3.33	\$8.33	\$158.33	\$100.00	\$5.00	\$73.33						(S) \$369.31		
BID ITEM 7 South S. COM. CTR.	\$1,610.00	\$4,125.78	\$2,335.00	\$3,096.35		\$2,280.00	\$1,570.83	\$2,906.38								
NIGHT CLEANING		\$1,900.00	\$1,090.00	\$28,146.54		\$2,160.00	\$783.00	\$1,562.75								
GLASS CLEAN (as a monthly cost)		\$83.33	\$6,109.11	\$83.33	\$31,326.22		\$5.00	\$65.33						\$4,554.46		
BID ITEM 8 FIRE STATION #2	\$775.00	\$950.00	\$1,265.00	\$700.00		\$1,333.00	\$1,256.00	\$1,336.46								
GLASS CLEAN (as a monthly cost)		\$100.00	\$6.67	\$83.33	\$1,416.33	\$83.33	\$5.00	\$40.33						\$1,376.79		
BID ITEM 9 21ST. RECR. CTR.	\$882.00	\$1,400.00	\$1,490.00	\$2,055.00		\$3,133.00	\$3,770.00	\$3,329.96								
GLASS CLEAN (as a monthly cost)		\$66.67	\$3.33	\$83.33	\$2,055.00	\$83.33	\$5.00	\$30.00						\$3,359.96		
BID ITEM 10 OCEAN AUDIT	\$192.00	\$250.00	\$234.00	\$200.00		\$270.00	\$377.00	\$304.54								
BID ITEM 11 North S COMM. CTR.							\$0.00									
BID ITEM 12 North S RECR. CTR.							\$0.00									
BID ITEM 13 MUSS PARK	\$447.00	\$500.00	\$547.00	\$450.00		\$400.00	\$628.33	\$698.20								
GLASS CLEAN (as a monthly cost)		\$400.00	\$527.00	\$450.00	\$450.00	\$400.00	\$628.33	\$478.48						\$698.20		
BID ITEM 14 TATUM PARK	\$300.00	\$400.00	\$400.00	\$450.00		\$400.00	\$628.33	\$478.48								
GLASS CLEAN (as a monthly cost)		\$300.00	\$527.00	\$450.00	\$450.00	\$400.00	\$628.33	\$478.48						\$478.48		
BID ITEM 15 STILLWATER PRK	\$300.00	\$400.00	\$400.00	\$450.00		\$400.00	\$628.33	\$478.48								
GLASS CLEAN (as a monthly cost)		\$300.00	\$527.00	\$450.00	\$450.00	\$400.00	\$628.33	\$478.48						\$478.48		
BID ITEM 16 FARWAY/RESPI PARK	\$300.00	\$400.00	\$400.00	\$450.00		\$400.00	\$628.33	\$478.48								
GLASS CLEAN (as a monthly cost)		\$300.00	\$527.00	\$450.00	\$450.00	\$400.00	\$628.33	\$478.48						\$478.48		
BID ITEM 17 NORMANDY SHORE	\$300.00	\$400.00	\$400.00	\$450.00		\$400.00	\$628.33	\$478.48								
GLASS CLEAN (as a monthly cost)		\$300.00	\$527.00	\$450.00	\$450.00	\$400.00	\$628.33	\$478.48						\$478.48		
BID ITEM 18 NORMANDY ISLE	\$300.00	\$400.00	\$400.00	\$450.00		\$400.00	\$628.33	\$478.48								
GLASS CLEAN (as a monthly cost)		\$300.00	\$527.00	\$450.00	\$450.00	\$400.00	\$628.33	\$478.48						\$478.48		
BID ITEM 19 PARKS MAINT. BLDG	\$362.00	\$700.00	\$777.00	\$650.00		\$1,350.00	\$942.50	\$842.50								
GLASS CLEAN (as a monthly cost)		\$500.00	\$816.00	\$890.00	\$890.00	\$500.00	\$785.41	\$785.41						\$785.41		
BID ITEM 20 PROPERTY MGT.	\$347.00	\$500.00	\$500.00	\$890.00		\$500.00	\$942.50	\$942.50								
GLASS CLEAN (as a monthly cost)		\$800.00	\$847.00	\$950.00	\$950.00	\$500.00	\$942.50	\$942.50						\$942.50		
BID ITEM 21 FLEET/SANITATION	\$564.00	\$800.00	\$800.00	\$550.00		\$300.00	\$942.50	\$965.50								
GLASS CLEAN (as a monthly cost)		\$400.00	\$590.00	\$550.00	\$550.00	\$300.00	\$942.50	\$965.50						\$965.50		
BID ITEM 22 BEACH PATROL	\$372.00	\$400.00	\$400.00	\$980.00		\$900.00	\$942.50	\$942.50								
GLASS CLEAN (as a monthly cost)		\$800.00	\$1,340.00	\$980.00	\$980.00	\$900.00	\$942.50	\$942.50						\$1,157.40		
BID ITEM 23 PW YARD OFFICES	\$676.00	\$800.00	\$800.00	\$1,225.00		\$340.00	\$471.25	\$239.57								
** BID ITEM 24 P. D. SPECIAL INVEST	\$232.00	\$800.00	\$380.00	\$326.67		\$400.00	\$471.25	\$239.57								
GLASS CLEAN (as a monthly cost)		\$100.00	\$3.33	\$383.33	\$1,551.67	\$380.00	\$5.00	\$25.67						\$285.24		
BID ITEM 25 MARINE PATROL	\$315.00	\$400.00	\$482.00	\$550.00		\$250.00	\$471.25	\$501.92								
GLASS CLEAN (as a monthly cost)		\$2,725.00	\$3,480.00	\$2,789.00	\$3,139.00	\$1,400.00	\$3,770.00	\$2,652.57						\$2,652.57		
BID ITEM 26 777, 17 ST BLDG.		\$1,200.00	\$3,925.00	\$350.00	\$3,139.00	\$300.00	\$5.00	\$238.33						(S) \$2,890.00		
GLASS CLEAN (as a monthly cost)		\$955.00	\$1,375.00	\$6,139.00	\$800.00	\$800.00	\$1,570.00	\$1,231.07								
BID ITEM 27 ACE/CODE COMPL		\$50.00	\$5.00	\$116.67	\$6,255.67	\$80.00	\$5.00	\$20.00						(S) \$1,251.07		
GLASS CLEAN (as a monthly cost)		\$1,600.00	\$2,690.00	\$2,690.00	\$1,215.00	\$1,254.00	\$2,199.16	\$2,534.90						\$2,534.90		
BID ITEM 28 G.C. HOUSE TRAILER																
BID ITEM 29 FLAMINGO																
A BASEBALL STAD.		\$917.00	\$590.00	\$780.00	\$780.00	\$800.00	\$628.33	\$1,387.47						\$1,387.47		
B FOOTBALL STAD.		\$917.00	\$590.00	\$780.00	\$780.00	\$800.00	\$628.33	\$1,387.47						\$1,387.47		
C TENNIS COURTS		\$440.00	\$590.00	\$780.00	\$780.00	\$800.00	\$628.33	\$1,387.47						\$663.00		
ANNUAL COST														\$6,768.24		
														\$157,602.12		
														\$88,920.00		
														\$165,239.88		
														\$48,903.96		

* Am-Ko declined award for lowest bidded locations unless awarded the entire contract

** Bid Item 24 - No Award due to change of location - Method of award of new location to be determined

APPENDIX "C" GARAGES		P - Primary Awardee		S - Secondary Awardee			
	CURRENT CONTRACT MONTHLY COST	* AM-KO TOTAL MONTHLY COST	BEST MAINTENANCE TOTAL MONTHLY COST	CHLADA TOTAL MONTHLY COST	CSI TOTAL MONTHLY COST	RD CLEAN TOTAL MONTHLY COST	VISTA TOTAL MONTHLY COST
ITEM A	7 ST \$4,864.00	\$5,000.00	(P) \$1,625.00	\$4,582.14	\$6,800.00	\$6,370.70	(S) \$2,022.61
ITEM B	12 ST \$1,285.00	* \$1,300.00	(S) \$1,625.00	(P) \$1,521.00	\$1,900.00	\$1,820.00	\$1,865.10
ITEM C	13 ST \$1,318.00	* \$1,300.00	(S) \$1,625.00	(P) \$1,521.00	\$1,900.00	\$1,820.00	\$1,901.40
ITEM D	17 ST \$3,292.00	\$3,400.00	(P) \$1,625.00	\$3,527.50	(S) \$1,900.00	\$4,084.16	\$2,022.61
ITEM E	42 ST \$3,292.00	\$4,000.00	(P) \$1,625.00	\$4,582.00	\$1,900.00	(S) \$1,820.00	\$1,901.40
ANNUAL COST			\$58,500.00	\$36,504.00			
	Custodian	Custodian	Custodian	Custodian	Custodian	Custodians	Custodian
HOURLY RT	\$5.15	\$9.81	\$9.81	\$12.27	\$9.81	\$9.81	\$9.81
BILL RATE	\$8.70	\$12.00	\$13.30	\$12.27	\$14.75	\$13.50	\$14.61
		Supervisors	Supervisors	Supervisors	Supervisors	Supervisor	Supervisors
HOURLY RT		\$981.00	\$11.00	\$15.00	\$11.00	\$11.00	\$11.50
BILL RATE		\$17.00	\$13.70	\$18.00	\$14.75	\$15.00	\$16.61
EXTRA SERVICES - PER HOUR RATE							
		min. \$100.00					
ADD HR CLEANING		\$17.50	\$13.50	\$12.27	\$18.00	\$15.00	\$14.61
HR USE OF PRESSURE CLEAN EQUIP		\$17.50	\$28.00	\$45.00	\$18.00	\$15.00	\$10.00
HR PRESSURE CLEAN		\$20.00	\$18.50	\$25.00	\$18.00	\$15.00	\$19.61

* Am-Ko declined award for lowest locations unless awarded the entire contract