

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: December 7, 2021

DEPARTMENT: Public Works

TITLE:

Agreement with Kleen-Tech Services for the Group A Janitorial Services and Agreement with Image Janitorial Services for the Group B Janitorial Services

SUMMARY:

The Agreement with Kleen-Tech Services, Inc. authorizes the vendor to perform janitorial services City wide for the Group A facilities at a cost not to exceed \$177,892.00.

The Agreement with Image Janitorial Services, Inc. authorizes the vendor to perform janitorial services City wide for the Group B facilities at a cost not to exceed \$39,830.64.

BACKGROUND AND JUSTIFICATION:

The City of Lake Worth Beach's Public Works Department actively manages the janitorial services for all City buildings and recreational facilities. The existing janitorial services agreement was set to expire on November 1, 2022, however the City and the current vendor have mutually agreed to terminate without cause effective December 31, 2021.

The new City-wide Janitorial Services contract was bid on November 10, 2021 and the City received a total of six (6) proposals. The City split the facilities into two (2) separate groupings, Group A and Group B. Group A contains the City's highly utilized locations and Group B contains the City's facilities that see less utilization and frequency by the public and staff. The Group A lowest, most responsive and responsible bidder was Kleen-Tech Services at a cost not to exceed \$177,892.00, which includes a \$10,000 allowance for unforeseen or additional janitorial work. The Group B lowest, most responsive and responsible bidder was Image Janitorial Services at a cost not to exceed \$39,830.64, which includes a \$7,500 allowance for unforeseen or additional janitorial work. Each contract will be for an initial three (3) year term with the option to renew for two (2) additional one (1) year periods. Fiscal Year 2022 will incur 9 months of expenses for a total of \$163,291.98.

A budget transfer is being requested to allocate the necessary funds for the contracts. The new janitorial services agreements have higher costs than the current agreement in place and therefore additional funds will be necessary. These additional funds will derive from existing operating budgets. The budget transfer document is included in the agenda item backup.

MOTION:

Move to approve/disapprove the Agreement with Kleen-Tech Services at a cost not to exceed \$177,892.00.

Move to approve/disapprove the Agreement with Image Janitorial Services at a cost not to exceed \$39,830.64.

ATTACHMENT(S):

Fiscal Impact Analysis

Bid Tab
 Agreement Kleen-Tech
 Agreement Image Janitorial
 Budget Transfer Form

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	163,291.99	217,722.64	217,722.64	217,722.64	217,722.64
Operating Expenditures	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	163,291.99	217,722.64	217,722.64	217,722.64	217,722.64
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Account Number	Account Description	Project Number	FY22 Budget	Current Balance	Budget Transfer	Agenda Expenditure	Balance
001-5061-519-34-50	Contr. Serv.	General	145,000	85,364.50	10,263.23	95,627.73	0.00
410-5081-534-34-50	Contr. Serv.	Refuse	35,622	17,637	0.00	1,422.00	16,215
410-5082-534-34-50	Contr. Serv.	Refuse	7,101	6,709	0.00	1,422.00	5,287.00
410-5083-534-34-50	Contr. Serv.	Refuse	3,300	2,010	0.00	1,422.00	588.00
401-6010-531-34-50	Contr. Serv.	Electric	56,600	48,680	0.00	16,487.46	32,192.54
408-5090-538-34-50	Contr. Serv.	Stormwater	175,000	96,221	0.00	1,040.05	95,181.00
404-8030-575-34-50	Contr. Serv.	Golf	645,728	643,163	0.00	9,018.00	634,145.00
402-7034-533-34-50	Contr. Serv.	Water	110,925	55,925	0.00	8,069.49	47,855.51
402-7022-533-34-50	Contr. Serv.	Water Plant	247,126	83,676	0.00	2,674.26	81,001.74
140-8055-575-34-50	Contr. Serv.	Beach	36,150	30,830	0.00	16,938.00	13,892.00
TBD	Contr. Serv.	Comm. Sust.	TBD	TBD	TBD	9,171.00	TBD