

## MEMORANDUM

**TO:** Governing Board Members  
**FROM:** Sandra Close Turnquest, Deputy Executive Director, Corporate Resources  
**DATE:** February 12, 2009  
**SUBJECT:** Field Operations Center/Chemistry Lab/CERP Janitorial Services

### **Background**

The District outsources its cleaning/janitorial services for each of its owned and leased facilities. Currently, three (3) contracts/purchase orders will expire in 2009 for the following three (3) District facilities located in West Palm Beach: 1) The field operations center (FOC) located on Belvedere Road; 2) The chemistry lab located on Skees Road; and 3) The CERP off-site administrative offices located on Australian Avenue.

For administrative efficiency, the District's building services staff – in cooperation with the Procurement Department -- has proposed combining these three separate janitorial service purchase orders/contracts into one competitively solicited contract.

Staff recommends approval of a three (3) year contract with two one-year renewal options with "Superior Service Management" as a special procurement with another governmental entity – in an amount, not to exceed \$790,000. In accordance with Procurement policy, the District was able to piggyback off a competitively solicited contract with Palm Beach County with a qualified small business enterprise (SBE)– Superior Service Management for the provision of these required janitorial services.

### **How this helps meet the District's 10 Year Strategic Plan?**

This service provides a clean and healthy environment for District employees that support many of the District's initiatives such as chemistry lab operations, field monitoring and data acquisition, and CERP administrative services.

**Funding Source:** The proposed contract is funded through ad valorem sources and is not to exceed \$790,000, of which \$70,000 is budgeted for FY09 and the remainder is subject to Governing Board budget approval for fiscal years FY10-14.

### **This Board item impacts what areas of the District, both resource areas and geography:**

This item impacts the Finance and Administration Department that manages the contract and the following organizational units/program areas that receive janitorial services: the Supervisory Control and Data Acquisition (SCADA) unit located in the Field Operations Center; the Water Resources Chemistry Laboratory, and the Comprehensive Everglades Restoration Department.

### **What concerns could this Board item raise?**

In an effort to eliminate duplicity and streamline administrative costs, the proposed contract – in accordance with District procurement policy -- was solicited and awarded by Palm Beach County, rather than the District. The contractor: 1) Was competitively solicited by Palm Beach County; 2) Was selected as the most responsive and responsible vendor; 3) Will provide the same level and scope of services required by the District; 4) Is a qualified small business enterprise; and, 5) Has an established track record of providing quality janitorial services (i.e. this vendor has been awarded previous contracts with the District and has performed well).

### **Why should the Governing Board approve this item?**

To continue our mission of flood control and environmental restoration in a healthy, clean, and safe environment for District employees.

If you have any questions, please call me at extension 6351.

SCT/mw  
Attachment - Resolution