

MEMORANDUM

TO: Governing Board Members

FROM: Sandra Close Turnquest, Deputy Executive Director, Corporate Resources

DATE: March 12, 2009

SUBJECT: Janitorial Services Contract, 3600000874

Background:

In 2005 the District contracted with Grosvenor Building Services, Inc. for janitorial services of West Palm Beach headquarters administrative facilities. These facilities include B1, B2, B3 and B66 totaling approximately 270,000 square feet. Contract services are for daily cleaning which includes mopping, vacuuming, emptying waste cans, dusting, cleaning and disinfecting of all spaces within these facilities. This contract has a term of three years with two one-year options. The two option years have been activated requiring additional funding.

How this helps meet the District's 10 Year Strategic Plan:

This service provides a clean and healthy environment for employees to work and presents an overall good aesthetic appearance of the building to the public.

Funding Source:

The contract is funded through ad valorem sources and is not to exceed \$655,000, of which \$295,000 is budgeted for FY09 and the remainder is subject to Governing Board budget approval for fiscal year 2010.

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

All departments within the agency located at 3301 Gun Club Road are affected by this service. The General Services Division within Finance and the Administration Department will provide contract oversight and administration.

What concerns could this Board item raise?

This was solicited as a Request for Bid. These services were solicited since the District has insufficient resources to provide the janitorial function in-house.

Why should the Governing Board approve this item?

To create an aesthetically pleasing and clean environment for all employees and visitors.

If you have any questions, please do not hesitate to call me at ext. 6351.

SCT/mw

Attachment - Resolution