

PORT ST. LUCIE CITY COUNCIL
AGENDA ITEM REQUEST

COUNCIL ITEM 7G
DATE : 7/23/12

Meeting Date: July 23, 2012

Public Hearing ___ Ordinance ___ Resolution ___ Motion X

Item: #20010017, Amendment #21, Add/Delete Janitorial Services and Locations

Recommended Action:

Approval to amend the contract with **Service King, Inc.**, to add/delete janitorial services and locations. These changes decrease the current contract by **\$3,297.24** per month. This does not change the Contract expiration date of September 30, 2016.

Exhibits: Department memo attached: [] Yes [X] No
Copies of Service King proposals
Copies of emails for directive
Copy of contract spreadsheet

Summary Explanation/Background Information:

Due to the recent changes to staff and the closing of offices, the janitorial services have increased and/or decreased in several City locations. This Amendment is to reflect the cost changes to the contract.

This is not a replacement.

Purchase was budgeted

Net monthly decreased amount: **\$3,297.24**

Department requests expenditure from the following:

Fund	001	General Fund
Cost Center		Varies
Object Code	53400	Other Contractual Services
Project	00000	

Director of OMB concurs with award. ck

City Manager concurs with award [Signature]

Department request _____ time to make a presentation.

Submitted by: *David Pollard*

Title: Director, Office of Management and Budget

Date Submitted: **RECEIVED** 7/13/2012

JUN 12 2012

City Manager's Office

Contract Amendment

Contract #20010017

Amendment #21

Date: July 23, 2012

Contract Title: Janitorial Services

Contractor's Name: Service King, Inc.

Current Expiration: 09/30/2016

The following changes/modifications to the Terms and Conditions contained in Contract #20010017 are hereby incorporated and made a part of that Contract.

Adjust for changes to Contract due to offices and staff relocations.

1118 Biltmore (House)/PD:

Increase services by \$49.49 monthly to this location for a total revised amount of \$351.00 per month

Eastern PD Station:

Decrease service by \$609.81 monthly to this location for a total revised amount of \$236.50 per month

Rosser Police Station:

Decrease service by \$2,313.11 monthly to this location for a total revised amount of \$710.00 per month

Police Station – Bldg “C”

Increase service by \$175.00 monthly to this location for a total revised amount of \$3,695.14 per month
Adjustment to costs of additional Wave Towels (\$4.52) per month

Code Enforcement / Building “B”

Increase service to this location for a total amount of \$180.00 per month

Utilities: 329 SE Greenway Terrace:

Add cleaning services – once per week at \$225.00 per month

Utilities: 961 SE Ogden Lane:

Add cleaning services – once per week at \$250.00 per month

Public Works Trailer:

Decrease service by \$422.45 to this location for a total revised amount of \$110.00 per month

Terminate Services at the following locations:

Code Enforcement Trailer - (\$181.51) per month
Code Enforcement Officers - (\$258.31) per month
PD Undercover location - (\$301.51) per month
2258 SW Belvedere - (\$85.51) per month

The total revised monthly amount of **\$24,567.14** will be effective **August 1, 2012**.

All other terms and conditions of the original contract and/or Addenda apply.

IN WITNESS WHEREOF, the parties have executed this contract at Port St. Lucie Florida, this _____ day of _____, 2012 first above written.

CITY OF PORT ST. LUCIE FLORIDA

By: _____
City Manager

ATTEST:

By: _____
City Clerk

By: _____
Authorized Representative: **Service King, Inc.**

State of: _____

County of: _____

Before me personally appeared: _____
(please print)

Personally known _____

or Produced Identification: _____
(type of identification)

Identification No.: _____

known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that _____
(he/she) executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this _____ day of _____, 2012.

Notary Signature

Notary Public-State of _____ at Large

My Commission Expires: _____.

(seal)

DEPARTMENT	Monthly Charge	Splits	COST CENTER	Deduct	G/L	Totals by G/L
Building "A"	\$ 5,004.59		001-1900-5340		001-1900	\$ 5,348.34
Building "A" Daytime Cleaning	\$ 343.75		001-1900-5340		001-2105	\$ 4,718.90
Building "B"	\$ 2,491.27				001-2135	\$ 180.00
Building "B" Building Department	\$ 1,245.63		110-2405-5340		001-4130	\$ 124.88
Building "B" Engineering Department split 50%	\$ 622.82		401-4105-5340		001-4135	\$ 339.91
Building "B" Engineering Department split 50%	\$ 622.82		104-4105-5340		001-6200	\$ 351.00
Building "C" (increase extra employee 7/1/2012)	\$ 2,818.91		001-2105-5340		001-7201	\$ 3,808.15
Building "C", Daytime Cleaning	\$ 735.43		001-2105-5340		001-7202	\$ 2,204.71
Police, Western Regional Station (decrease service 6/1/2012)	\$ 710.00		001-2105-5340		104-4105	\$ 622.82
PD - 1118 Biltmore (House) (increased extra employees)	\$ 351.00		001-6200-5340		104-4106	\$ 355.64
Public Works, Administration Bldg	\$ 499.51				104-4121	\$ 318.86
Public Works, Administration Bldg @ 75%	\$ 374.63		401-4106-5340		110-2405	\$ 1,245.63
@ 25%	\$ 124.88		104-4106-5340		401-4105	\$ 622.82
Public Works Bldg #4, Warehouse	\$ 222.79				401-4106	\$ 942.00
Public Works Warehouse, Bldg #4 @ 75%	\$ 167.09		401-4106-5340		401-4126	\$ 110.00
@ 25%	\$ 55.70		104-4106-5340		431-1340	\$ 694.21
Public Works, Garage	\$ 499.51				431-1346	\$ 229.51
Public Works, Garage @ 25%	\$ 124.88		104-4106-5340		431-1360	\$ 684.02
@ 50%	\$ 249.75		401-4106-5340		431-1375	\$ 151.84
@ 25%	\$ 124.88		001-4130-5340		431-1350	\$ 694.21
Public Works, Traffic Annex	\$ 200.71				431-1350	\$ 105.00
Public Works, Traffic Annex, @ 25%	\$ 50.18		104-4106-5340		439-3315	\$ 253.51
@ 75%	\$ 150.53		401-4106-5340		431-3310	\$ 157.51
Public Works, Trailer weekly	\$ 110.00		401-4126-5340		431-3316	\$ 151.83
Utilities, RO Plant Administration Bldg	\$ 1,388.42				431-3380	\$ 151.84
Utilities RO Plant, @ 50%	\$ 694.21		431-1350-5340			
998 SE Prineville @ 50%	\$ 105.00		431-1350-5340			
Utilities: 943 SE Ogden Lane	\$ 253.51		431-1340-5340			
Utilities: 915 SE Ogden Lane	\$ 205.51		439-3315-5340			

	@ 33%			\$ 68.50	431-1375-5340			
	@ 33%			\$ 68.50	431-3316-5340			
	@ 33%			\$ 68.51	431-3380-5340			
Utilities: 325 Greenway		\$ 229.51			431-1360-5340			
Utilities: 341 Greenway		\$ 229.51			431-1360-5340			
Community Center		\$ 3,808.15			001-7201-5340			
Robert E. Minsky Gymnasium		\$ 2,204.71			001-7202-5340			
Building Maintenance Facility		\$ 339.91			001-4135-5340			
Code Enforcement Trailer (deleted 3/1/2012)		\$ -			001-2135-5340			
Code Enforcement Offices (change to Bldg B)		\$ 180.00			001-2135-5340			
2258 SW Best Street (Call Center)		\$ 229.51			431-1346-5340			
Undercover Police Location (delete 4/1/2012)		\$ -			001-2105-5340			
Police Department - Wave Towels		\$ 108.55			001-2105-5340			
Eastern PD Station (change 11/1/2011)		\$ 236.50			001-2105-5340			
Police evidence		\$ 109.51			001-2105-5340			
Dwyer Ave-Eng Traffic Safety		\$ 180.55			104-4121-53400			
1165 Macedo-Traffic Safety Compound		\$ 138.31			104-4121-53400			
Utilities Pavilion		\$ 157.51			431-3310-53400			
Multi-Fold Dispenser		\$ -			001-2105-55200			
Utilities: 329 Greenway (added 12/1/2011)		\$ 225.00			431-1360-5340			
Utilities: 961 SE Ogden Lane (added 12/1/11)		\$ 250.00						
	@ 33%			\$ 83.34	431-1375-5340			\$ 24,567.14
	@ 33%			\$ 83.33	431-3316-5340			
	@ 33%			\$ 83.33	431-3380-5340			
	Totals	\$ 24,567.14						

Lisa Lawrence

From: MaryBeth Lee [MaryBeth.Lee@pslpd.us]
Sent: Friday, May 04, 2012 12:58 PM
To: Lisa Lawrence
Subject: Re: 1118 SW Bltmore

Approved to proceed

Sent from my iPhone

On May 4, 2012, at 11:38 AM, "Lisa Lawrence" <LLawrence@cityofpsl.com> wrote:

Hi Marybeth –

Here is the info you requested – let me know how to proceed.

*Lisa Marie Lawrence, Contract Specialist
Office of Management & Budget
City of Port St. Lucie
121 S.W. Port St. Lucie Boulevard
Building "A"- Suite #390
Port St. Lucie, FL 34984
(o) 772-871-5222 * (f) 772-871-7337
llawrence@cityofpsl.com*

From: kat5mcgee@bellsouth.net [mailto:kat5mcgee@bellsouth.net]
Sent: Friday, May 04, 2012 11:37 AM
To: Lisa Lawrence
Subject: Re: 1118 SW Bltmore.

Sorry about that. Thought we sent it to you. The price for service at 1118 Biltmore will be \$351 per month for service Marybeth requested

Sent from my Verizon Wireless Phone

----- Reply message -----

From: "Lisa Lawrence" <LLawrence@cityofpsl.com>
To: "'s;servicekinginc@bellsouth.net's;" <servicekinginc@bellsouth.net>
Subject: 1118 SW Bltmore
Date: Thu, May 3, 2012 4:15 pm

Hi Kathy –

Lisa Lawrence

From: MaryBeth Lee [MaryBeth.Lee@psl.pd.us]
Sent: Tuesday, October 11, 2011 3:03 PM
To: Lisa Lawrence
Subject: RE: Cleaning

Approved Let's put it in effect this week.thank you

From: Lisa Lawrence [mailto:LLawrence@cityofpsl.com]
Sent: Tuesday, October 11, 2011 12:14 PM
To: MaryBeth Lee
Subject: Cleaning

What do you think???

*Lisa Marie Lawrence,
Contract Specialist
Department of Management & Budget
City of Port St. Lucie
121 S.W. Port St. Lucie Boulevard
Building "A": Suite #390
Port St. Lucie, FL 34984
(o) 772-871-5222
(f) 772-871-7337
llawrence@cityofpsl.com*

From: servicekinginc@bellsouth.net [mailto:servicekinginc@bellsouth.net]
Sent: Tuesday, October 11, 2011 11:55 AM
To: Lisa Lawrence
Subject:

PROPOSAL FOR EASTERN POLICE STATION

SERVICE KING, INC.

OCTOBER 11, 2011

OK

Price to provide janitorial service once per week to the Eastern Police Station will be \$236.50 per month including paper products being used there now.

Full clean weekly and periodical duties on same schedule as Building C.

If you have any questions, please contact me.

Thanks, Kathy/Service King

Port St. Lucie, FL 34984

(o) 772-871-5222 * (f) 772-871-7337

llawrence@cityofpsl.com

"PROUD TO BE A PART OF TEAM PORT ST LUCIE"

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Public Procurement Guiding Principles: Accountability, Ethics, Impartiality, Professionalism, Service & Transparency

From: servicekinginc@bellsouth.net [mailto:servicekinginc@bellsouth.net]

Sent: Friday, May 25, 2012 10:18 AM

To: Lisa Lawrence

Cc: MaryBeth Lee; cstriker509

Subject: Western Police and Bldg C janitorial changes proposal

ROSSER

Wednesday bathrooms, lounge and pull trash that was put in hall.

Friday - CID and 2 offices, bathrooms, lounge, gym, trash removed, common area.

No more public and a few officers might be using the restrooms.

This location, when it is empty, is going to have to have the whole building cleaned, etc. That will be quoted on as needed basis. Total billing \$710 per month. *OK*

Police Admin (Bldg c)

~~Additional \$537 per month. Total billing Bldg C \$3180.91 per month.~~

(This quote is for the building as is now. When the third floor goes under construction, we will submit an additional proposal for the changes.) This is not including the additional staff still not utilizing this building from Western station.

Lisa Lawrence

From: MaryBeth Lee [MaryBeth.Lee@pslpd.us]
Sent: Wednesday, June 20, 2012 3:35 PM
To: Lisa Lawrence
Cc: Abraham Alvarez; Bill May
Subject: FW: Police Administration Increase

Hi Lisa,

The Police Department does agree to the additional \$175.00 per month for increase of supplies as discussed in the meeting today.

From: servicekinginc@bellsouth.net [mailto:servicekinginc@bellsouth.net]
Sent: Wednesday, June 20, 2012 1:17 PM
To: Lisa Lawrence; MaryBeth Lee
Cc: cstriker509; servicekinginc
Subject: Police Administration Increase

Service King, Inc.

Servicekinginc@bellsouth.net

PROPOSAL FOR INCREASE

IN COSTS TO PROVIDE JANITORIAL SERVICE

June 20, 2012

City of Port St. Lucie

RE: Police Administration Building C

Due to an increase in staff, there has been an increase in traffic, trash, restroom- & locker room usage. As a result there has been an increase in labor and supply usage.



At this time, we are requesting an additional \$175 per month to compensate for the additional labor and supply

Lisa Lawrence:

From: servicekinginc@bellsouth.net
Sent: Monday, January 23, 2012 2:54 PM
To: Lisa Lawrence
Cc: Mark Olsen
Subject: Bldg B & other

Last day of service at code enforcement at old locations was Jan.6, 2012. A credit will be issued for \$337.54.

The new location at Bldg B cost will be \$180 per month.

In the locations that I visited over the weekend, there were no new checklists since Nov. with exception of Utilities. A new one was just placed in Bldg. A. There are no checklists in Dwyer, Macedo or any of the utility houses.

I am waiting for the info from Chris and Angie in reference to the Police locations, Public Works, Animal Control.

329 SE Greenway Terrace – (3-8 people in & out daily) Once per week service ✓

\$225 PER MONTH

961 SE Ogden Lane – (18 people in & out daily) Once per week service ✓

\$250 PER MONTH

Let us know if and when you would like to begin service. Thank you.

Kathy

Service King

--- On Fri, 11/18/11, Lisa Lawrence <LLawrence@cityofpsl.com> wrote:

From: Lisa Lawrence <LLawrence@cityofpsl.com>
Subject: FW: Utilities - Quote to Add 2 Houses to Cleaning Service
To: "servicekinginc@bellsouth.net" <servicekinginc@bellsouth.net>
Date: Friday, November 18, 2011, 3:21 PM

Hey you –

Please get me a quote for this.

Thank you.

Lisa Marie Lawrence,

Contract Specialist

Department of Management & Budget

City of Port St. Lucie

121 S.W. Port St. Lucie Boulevard

Lisa Lawrence

From: Lisa Lawrence
Sent: Tuesday, January 17, 2012 3:55 PM
To: 'servicekinginc@bellsouth.net'
Subject: RE: Code Enforcement



Ok— this is part one of what I found out.

Effective immediately: Please discontinue services at the Code Enforcements offices and the trailer and issue a credit for the balance of the month.

*Lisa Marie Lawrence,
Contract Specialist
Office of Management & Budget
City of Port St. Lucie
121 S.W. Port St. Lucie Boulevard
Building "A"- Suite #390
Port St. Lucie, Fl 34984
(o) 772-871-5222
(f) 772-871-7337
llawrence@cityofpsl.com*

From: servicekinginc@bellsouth.net [mailto:servicekinginc@bellsouth.net]
Sent: Tuesday, January 17, 2012 2:44 PM
To: Lisa Lawrence
Subject: Code Enforcement

Could you please find out the situation with Code Enforcement. I haven't heard anything about any changes but saw a sign at Bldg B that they have moved there. Thanks, Kathy
Service King

Lisa Lawrence

From: MaryBeth Lee [MaryBeth.Lee@pslpsd.us]
Sent: Monday, March 05, 2012 9:27 AM
To: Lisa Lawrence
Subject: RE:

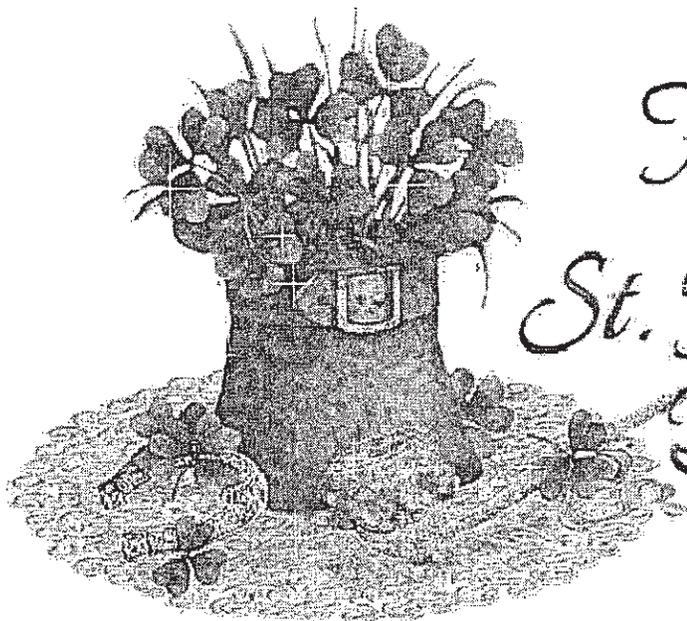
Yes our contract will end 3/31/2012.

From: Lisa Lawrence [mailto:LLawrence@cityofpsl.com]
Sent: Monday, March 05, 2012 8:37 AM
To: MaryBeth Lee
Subject:

Hi -

Good morning. Are we still cleaning the undercover location?

*Lisa Marie Lawrence,
Contract Specialist
Office of Management & Budget
City of Port St. Lucie
121 S.W. Port St. Lucie Boulevard
Building "A"- Suite #390
Port St. Lucie, FL 34984
(o) 772-871-5222
(f) 772-871-7337
llawrence@cityofpsl.com*



*Happy
St. Patrick's
Day!*

Lisa Lawrence

From: Mark Olsen
Sent: Wednesday, April 11, 2012 2:40 PM
To: Lisa Lawrence
Subject: FW: Janitorial

FYI, and Thank you Lisa.

From: MaryAnn Verillo
Sent: Wednesday, April 11, 2012 2:32 PM
To: Steve Jones
Cc: Mark Olsen
Subject: RE: Janitorial

✓ Per the CM...cancel the janitorial service. Thank you.

From: Steve Jones
Sent: Wednesday, April 11, 2012 10:56 AM
To: MaryAnn Verillo
Cc: Mark Olsen
Subject: Janitorial

The house behind the Community Center Kevin's old office is it going to be reopened if not I will cancel janitorial service.