



### AGENDA ITEM REPORT

**DATE:** December 19, 2017  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Extend Annual Contract for Janitorial Services City of Palms Park Player Dev Complex Terry Park

#### I. MOTION REQUESTED

A) Approve extension of the annual contract with Jan-Pro Cleaning Systems, under Informal Bid No. IFB150096, Janitorial Services for City of Palms Park, Player Development Complex and Terry Park, through March 31, 2018 for janitorial services at the City of Palms Park, Player Development Complex and Terry Park, as approved in the department's annual adopted budget.  
 B) Authorize the Director of Procurement Management or designee to sign the extension documents on behalf of the Board of County Commissioners.

#### II. ITEM SUMMARY

Approves extension of the annual contract with Jan-Pro Cleaning Systems, under Informal Bid No. IFB150096, Janitorial Services for City of Palms Park, Player Development Complex, and Terry Park for an additional 60-day period, through March 31, 2018, for janitorial services for City of Palms Park, Player Development Complex and Terry Park. Total expenditures for these services during Fiscal Year 2016-2017 were approximately \$36,697.

#### III. BACKGROUND AND IMPLICATIONS OF ACTION

##### A) Board Action and Other History

On May 18, 2015, the Board of County Commissioners awarded Informal Bid No. IFB150096 for janitorial services for City of Palms Park, Player Development Complex and Terry Park. The original term of the contract was for one year with an option to renew for four additional one-year periods. Total expenditures for the contract are \$85,898.00. Board approval will allow for a 60 day extension, through March 31, 2018, so that services will continue uninterrupted until a new contract is solicited.

Total expenditures for these services during Fiscal Year 2016-2017 were approximately \$36,697.

##### B) Policy Issues

##### C) BoCC Goals

##### D) Analysis

##### E) Options

#### IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be as needed and within the department's annual approved, adopted budget.	

#### V. RECOMMENDATION

Approve

#### VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
<a href="#">Proposed Extension</a>	12/4/2017	Letter

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	12/5/2017 - 12:48 PM
Budget Services	Guttery, Angela	Approved	12/5/2017 - 1:32 PM
Budget Services	Winton, Peter	Approved	12/5/2017 - 3:10 PM
County Attorney	Fraser, Andrea R.	Approved	12/5/2017 - 5:05 PM
County Manager	Brady, Christine	Approved	12/6/2017 - 1:37 PM