



AGENDA ITEM REPORT

DATE: March 20, 2018
DEPARTMENT: Parks and Recreation
REQUESTER: Jesse Lavender
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 February 28, 2019, 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, for an additional eleven-month period, through February 28, 2019, 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. Board approval will allow for a eleven-month extension, through February 28, 2019, 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

Annual contract for janitorial services for City of Palms Park, Player Development Complex and Terry Park are budgeted annually in the department's operating budget.

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.	Yes
F)	Fund: General Program: Parks and Recreation Operations Project: Pro Am Sports - Sports Complexes Account Strings: KH5722500100.503490	
G)	Fund Type?	General Fund
H)	Comments: Expenditures will be as needed and within the department's annual approved, adopted budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

Contract extension through February 28, 2019 so that services will continue uninterrupted until a new contract is solicited.

VII. FOLLOW UP**ATTACHMENTS:**

Description

Upload Date

Type

[Jan-Pro Extension - COP, PDC & TP](#)

3/1/2018

Letter

REVIEWERS:

Department

Reviewer

Action

Date

Parks and Recreation

Turner, Nicole

Approved

3/2/2018 - 10:48 AM

Parks and Recreation

Lavender, Jesse

Approved

3/2/2018 - 2:51 PM

Budget Services

Guttry, Angela

Approved

3/5/2018 - 7:31 AM

Budget Services

Winton, Peter

Approved

3/5/2018 - 8:52 AM

County Attorney

Lira, Louis C.

Approved

3/5/2018 - 2:03 PM

County Manager

Harner, David

Approved

3/12/2018 - 9:18 AM