Agenda Item: 5B1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 19, 2023 [ ] Consent [X] Regular [ ] Workshop [ ] Public Hearing

Submitted By: Department of Airports

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the Purchasing Department's issuance of an award letter for a six-month extension of the Term Contract for Janitorial Services at the Palm Beach International Airport (PBI) (Term Contract) with Triangle Services of Florida, Inc. d/b/a Triangle Services (Triangle) for the period commencing October 1, 2023, and ending March 31, 2024, per Master Agreement #17032D, for an amount not to exceed $2,500,000.00.

Summary: The Term Contract ends on September 30, 2023, with no further renewal options. This item will authorize the extension of the Term Contract by the Purchasing Department for six additional months. Request for Proposal No. 23-057/MD was issued by the Purchasing Department on April 25, 2023, for a new janitorial services contract for PBI. The Selection Committee recommended the award of the contract to Flagship Airport Services, Inc. (Flagship); however, a protest was subsequently filed and upheld by the Purchasing Director on June 26, 2023. The Selection Committee reconvened on July 10, 2023, and Notice of Intent to Award to Flagship was posted on July 14, 2023. Due to the delay caused by the protest, additional time is required to finalize the new contract and provide a sufficient period of time for Flagship to onboard staff to perform the required services. In the event the full six-month extension is not required, the County may terminate the Term Contract for convenience. The amount approved for the current 12-month period, commencing on October 1, 2022, and ending on September 30, 2023, was $3,600,000. The Term Contract provides for the payment of an annual management fee of $153,800 paid in equal monthly installments of $12,816.66. Expenses, including employee wages and benefits, are paid on a reimbursement basis in accordance with a budget approved by the Department of Airports. In consideration of the extension, Triangle requested an increase in the management fee of $1,922.50 per month for a monthly management fee of $14,739.16. Triangle also requested wage increases for custodians, supervisors and the manager as a part of the budget for the extended period. Wage increases are typically requested on an annual basis as a part of the budgeting process. The total not exceed amount for the extension will be $2,500,000, which is estimated based upon the management fee and projected reimbursable expenses. Triangle is located outside Palm Beach County in the City of Fort Lauderdale, Florida. The Term Contract was advertised pursuant to the Small Business Enterprise (SBE) Ordinance in place at the time with an SBE goal of 15%. Triangle committed to 18% SBE participation. The cumulative SBE participation to date is 19.61%. Pursuant to changes to Chapter 332, Florida Statutes, effective July 1, 2023, a governing body of a commercial service airport may not approve purchases of contractual services in excess of $1,000,000 provided in Section 287.017, Florida Statutes, on a consent agenda. This item exceeds the threshold amount and must be approved on the regular agenda. **Countywide (AH)**

Background and Policy Issues: Providing janitorial services is critical to on-going airport operations, and a lapse in services would be detrimental to the health and safety of the traveling public and airport employees. The Term Contract was originally established through a competitive solicitation process and was extended by 12 months pursuant to Section 2-54(b) of the Purchasing Code in order to provide the Purchasing Department with sufficient time to complete the solicitation process due to staffing constraints. In light of delays resulting from a protest, the Department of Airports is requesting further extension of the Term Contract for a period not to exceed six months on an emergency basis as authorized by Section 2-54(b) of the Purchasing Code.

Attachments: None

Recommended By: _____ 8-23-23
Department Director **Date**

Approved By: _____
County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures					
Operating Costs		$2,500,000			
External Revenues (Grants)					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	$-0-	$2,500,000	$-0-	$-0-	$-0-
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in the Proposed Budget? Yes X No ____
Does this item include the use of federal funds? Yes ____ No X

Budget Account No: Fund 4100 Department 120 Unit Various* Object 3403; 5202
Reporting Category ____
*Various Units (2110, 2280, 2320, 2340, 2410, 2420, 2430)

B. Recommended Sources of Funds/Summary of Fiscal Impact:

There is no fiscal impact in FY2023. Funding for the proposed extension is included in the proposed FY2024 budget.

C. Departmental Fiscal Review: Debbie Runaman

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

8/24/23
OFMB
mf 8/23/23

8.24.23
Contract Dev. and Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

8/25/23.
Department Director

REVISED 11/17
(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT)