

CITY OF PORT ST. LUCIE

CITY CLERK'S OFFICE

.....

A CITY FOR ALL AGES

Letter of Transmittal

Date: May 23, 2011

To: Service King, Inc.
5907 SW Cherokee St.
Palm City, Fl. 34990

From: City Clerk's Office
City of Port St. Lucie
121 SW Port St. Lucie Blvd.
Port St. Lucie, Fl. 34984

RE: Contract # 20010017 – Amendment #19
Contract Renewal – Janitorial Services

Please find enclosed:

- X Fully executed **original** contract for your file.
- Fully executed **copy** of the contract for your file.
- Other:

Sincerely,

Michelle L. Long
Michelle L. Long, CMC
Deputy City Clerk

MEMORANDUM

DATE: May 19, 2011
TO: City Clerk's Office
FROM: Lisa Marie Lawrence
Office of Management & Budget
SUBJECT: Authorization to Release Contract

CONTRACT #: 20010017, Amendment #19
Contract Renewal
CONTRACT TITLE: Janitorial Services
VENDOR NAME: Service King Janitorial
VENDOR ADDRESS: 5907 SW Cherokee Street
CITY & STATE: Palm City, FL 34990

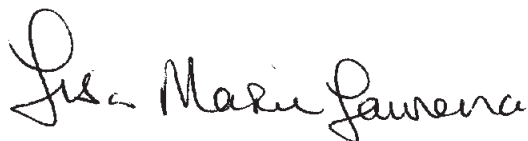
ENCUMBRANCE REQUIRED: No
DATE COUNCIL APPROVED: May 16, 2011

Vendor will accept the Visa Purchasing Card; therefore, no Purchase Order will be issued.

Please accept this memorandum as your authority to distribute the executed document.

NOTE: Please email an executed copy of the document to Pam Harris, Engineering and Mary Beth Lee, PD

Thank you.



Attachment(s)

RECEIVED

MAY 23 2011

City Manager's Office

CONTRACT EXTENSION FORM

Date: April 7, 2001

Contract #20010017

Contract Title: Janitorial Services

Contractor's Name: Service King, Inc.

Current Expiration: September 30, 2011

Revised Expiration: September 30, 2016

The above contract is hereby extended pursuant to Section XXI until the date indicated above. All other terms and conditions of the original contract and/or Addenda are unchanged, with the exception that the City's performance and obligation to pay is contingent upon an annual appropriation by City Council for the period of this contract beyond September 30th of this year.

As a result of the Contractor's acceptance to provide the "Renewal Option" as specified in the original contract, the following modifications to the original contract will become effective October 1, 2011.

1. The contract is extended to include the period 10-01-11 through 09-30-16.
2. Prices applicable to the above period will be as follows:

DEPARTMENT	Current Contract Amount	4% reduction	2011 Contract
Building "A"	\$ 5,213.11	\$ 208.52	\$ 5,004.59
Building "A" Daytime Cleaning	\$ 358.07	\$ 14.32	\$ 343.75
Building "B"	\$ 2,595.07	\$ 103.80	\$ 2,491.27
Building "C"	\$ 2,754.07	\$ 110.16	\$ 2,643.91
Building "C", Daytime Cleaning	\$ 766.07	\$ 30.64	\$ 735.43
Police, Western Regional Station	\$ 3,149.07	\$ 125.96	\$ 3,023.11
Police, Western Regional Station, Daytime	\$ -	\$ -	\$ -
Animal Control	\$ 314.07	\$ 12.56	\$ 301.51
Public Works, Administration Bldg	\$ 520.32	\$ 20.81	\$ 499.51
Public Works Bldg #4, Warehouse	\$ 232.07	\$ 9.28	\$ 222.79
Public Works, Garage	\$ 520.32	\$ 20.81	\$ 499.51
Public Works, Traffic Annex	\$ 209.07	\$ 8.36	\$ 200.71
Public Works, Trailer	\$ 551.07	\$ 22.04	\$ 529.03
Utilities, RO Plant Admin. Bldg	\$ 1,446.27	\$ 57.85	\$ 1,388.42
Utilities: 957 SE Ogden Lane	\$ 264.07	\$ 10.56	\$ 253.51

Utilities: 943 SE Ogden Lane	\$ 264.07	\$ 10.56	\$ 253.51
Utilities: 915 SE Ogden Lane	\$ 214.07	\$ 8.56	\$ 205.51
Utilities: Trailer A: 325 Greenway	\$ 239.07	\$ 9.56	\$ 229.51
Utilities: Trailer B: 341 Greenway	\$ 239.07	\$ 9.56	\$ 229.51
Community Center	\$ 3,966.82	\$ 158.67	\$ 3,808.15
Robert E. Minsky Gymnasium	\$ 2,296.57	\$ 91.86	\$ 2,204.71
Building Maintenance Facility	\$ 354.07	\$ 14.16	\$ 339.91
Saints Golf Course, Comfort Stations	\$ -	\$ -	\$ -
Code Enforcement Trailer	\$ 189.07	\$ 7.56	\$ 181.51
Code Enforcement Officers Offices	\$ 269.07	\$ 10.76	\$ 258.31
2258 SW Best Street (Call Center)	\$ 239.07	\$ 9.56	\$ 229.51
2257 SW Kail Street (Police Evidence)	\$ -	\$ -	\$ -
Undercover Police Location	\$ 314.07	\$ 12.56	\$ 301.51
2258 SE Belvedere-Initial & 1 biweekly	\$ 89.07	\$ 3.56	\$ 85.51
Eastern PD Station	\$ 881.57	\$ 35.26	\$ 846.31
Utilities Cross Connection	\$ -	\$ -	\$ -
Police evidence (new)	\$ 114.07	\$ 4.56	\$ 109.51
Dwyer Ave-Eng Traffic Safety	\$ 188.07	\$ 7.52	\$ 180.55
1165 Macedo-Traffic Safety	\$ 144.07	\$ 5.76	\$ 138.31
Utilities Pavillion - Weekly	\$ 164.07	\$ 6.56	\$ 157.51
Towels	\$ 113.07	\$ 0.00	\$ 113.07
Totals	\$ 29,171.73	\$ 1,162.35	\$ 28,009.38

3. All other terms and conditions of the original contract and/or Addenda apply except the Renewal Option will be omitted.

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

CITY OF PORT ST. LUCIE FLORIDA

By: Jerry A. Bentrotti
Jerry A. Bentrotti, City Manager

ATTEST:

By: Karen A. Phillips
Karen A. Phillips, City Clerk

By: Kathleen McGee
Authorized Representative: **Service King, Inc.**

State of: Florida

County of: St. Lucie

Before me personally appeared: Kathleen McGEE
(please print)

Please check one:

Personally known X

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 She executed said instrument for the purposes therein expressed.
~~(he/she)~~

WITNESS my hand and official seal, this 17th day of April, 2011.

Lisa Marie Lawrence
Notary Signature

Notary Public-State of Florida at Large

My Commission Expires: 2/11/2013

NOTARY PUBLIC-STATE OF FLORIDA
Lisa Marie Lawrence
Commission # DD852380
Expires: FEB. 11, 2013
BONDED THRU ATLANTIC BONDING CO., INC.

(seal)

SERVICE KING, INC
5907 Cherokee Street
Palm City, FL 34990
Servicekinginc@bellsouth.net

November 22, 2010

Mrs. Jeannie Stewart,

At this time, we would like to request that the City of Port St. Lucie extend the current contract to provide janitorial services to City buildings.

With this extension, we will offer a 4% reduction to the current contract amount.

This past year, during cutbacks, we saved the city \$30,865.00 by reducing prices where needed without sacrificing quality of service.

Service King will continue to provide the same quality service and dedicated customer contact as our current contract record reflects.

Thank you for the opportunity to do business with the City of Port St. Lucie.



Kenneth McGee, President
Service King, Inc.

PORT ST. LUCIE CITY COUNCIL
AGENDA ITEM REQUEST

Meeting Date: May 23, 2011

Public Hearing _____ Ordinance _____ Resolution _____ Motion X

Item: Contract #20010017, Janitorial Services for all City Buildings

Recommended Action:

Approval to renew the Contract with Service King, Inc. in accordance with Section XXI Renewal Option, to provide the identical services required in this contract with a 4% reduction to the current contractual amount, for the identical period of time in the subsequent calendar period. Contract period: October 1, 2011 through September 30, 2016.

Exhibits: Contractor Proposal/Request
Copy of the Contract Extension Form
Contract Sign-Off Sheets.

Summary Explanation/Background Information:

The need for the above is: Janitorial services at all City buildings.

Purchase () is (X) is not a replacement.

Purchase (X) was budgeted () was not budgeted

Estimated Annual Expense: \$ 336,058.32

Department requests expenditure from the following:

Fund	001	General Fund
Cost Center	Various	All Departments
Object Code	5340	Other Contractual Services
Project	00000	

Director of OMB concurs with award. CL City Manager concurs with award _____

Department request _____ time to make a presentation.

Submitted by: David R. Pelland

5-5-11
Date Submitted

Title: OMB Approver

CONTRACT SIGN-OFF SHEET

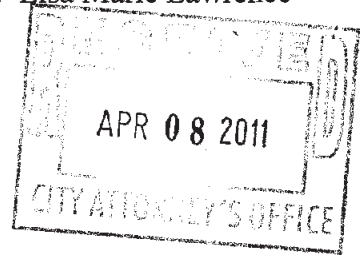
City Contract #20010017, Amendment #19

April 7, 2011 Assigned: Lisa Marie Lawrence

Title: Janitorial Service

Contractor: Service King

Contract Renewal: 4% Reduction: \$1,162.35



Term of Contract Amendment: Starting Date: 10/01/2011

Ending Date: 9/30/2016

Encumbrance Required: Yes (X) No ()

Item Was Budgeted: Yes (X) No ()

Expenditure From:	0001	Various	534000	0000
	Fund	Cost Center	Object Code	Project #

City Attorney: Pam E B Hakim Signature Date 5/5/11

Comments:

Risk Management Signature Date

Comments:

Department Head Approval: Signature Date

Comments:

Finance Department Signature Date

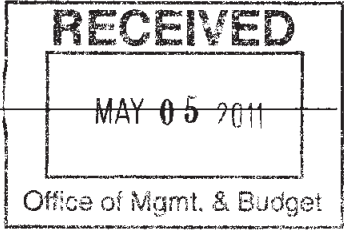
Comments:

Legal Department Signature Date

Comments:

Office of Management & Budget has received and completed all requested changes and attached are the Final Contract Documents.

OMB Confirmation: Lisa Marie Lawrence Signature Date 4/7/11



CONTRACT SIGN-OFF SHEET

City Contract #20010017, Amendment #19

April 7, 2011 Assigned: Lisa Marie Lawrence

Title: Janitorial Service

Contractor: Service King

Contract Renewal: 4% Reduction: \$1,162.35

Term of Contract Amendment: Starting Date: 10/01/2011

Ending Date: 9/30/2016

Encumbrance Required: Yes (X) No ()

Item Was Budgeted: Yes (X) No ()

Expenditure From:	0001	Various	534000	0000
	Fund	Cost Center	Object Code	Project #

City Attorney: _____ / /
Signature Date

Comments: _____

Risk Management Lisa Marie Lawrence 4/8/11
Signature Date

Comments: _____

Department Head Approval: _____ / /
Signature Date

Comments: _____

Finance Department _____ / /
Signature Date

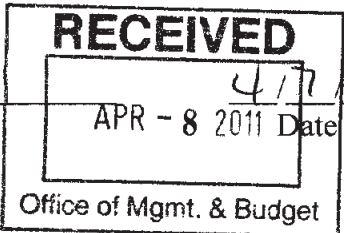
Comments: _____

Legal Department _____ / /
Signature Date

Comments: _____

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OMB Confirmation: Lisa Marie Lawrence
Signature



CONTRACT SIGN-OFF SHEET

City Contract #20010017, Amendment #19

April 7, 2011 Assigned: Lisa Marie Lawrence

Title: Janitorial Service

Contractor: Service King

Contract Renewal: 4% Reduction: \$1,162.35

Term of Contract Amendment: Starting Date: 10/01/2011

Ending Date: 9/30/2016

Encumbrance Required: Yes (X) No ()

Item Was Budgeted: Yes (X) No ()

Expenditure From:	0001	Various	534000	0000
	Fund	Cost Center	Object Code	Project #

City Attorney: _____ / /
Signature Date

Comments: _____

Risk Management _____ / /
Signature Date

Comments: _____

Department Head Approval: David K. Pollard / /
Signature Date

Comments: _____

Finance Department _____ / /
Signature Date

Comments: _____

Legal Department _____ / /
Signature Date

Comments: _____

Office of Management & Budget has received and completed all requested changes and attached are the Final Contract Documents.

OMB Confirmation: _____ / /
Signature Date

CONTRACT SIGN-OFF SHEET

City Contract #20010017, Amendment #19

April 7, 2011 Assigned: Lisa Marie Lawrence

Title: Janitorial Service

RECEIVED

Contractor: Service King

APR 8 2011

Contract Renewal: 4% Reduction: \$1,162.35

FINANCE DEPT.

Term of Contract Amendment: Starting Date: 10/01/2011

Ending Date: 9/30/2016

Encumbrance Required: Yes (X) No ()

Item Was Budgeted: Yes (X) No ()

Expenditure From:	0001	Various	534000	0000
	Fund	Cost Center	Object Code	Project #

City Attorney: _____ / /
Signature Date

Comments: _____

 Risk Management _____ / /
Signature Date

Comments: _____

 Department Head Approval: _____ / /
Signature Date

Comments: _____

 Finance Department Marcia Redout _____ 4/11/11
Signature Date

Comments: _____

 Legal Department _____ / /
Signature Date

Comments: _____

 Office of Management & Budget has received and completed all requested changes and attached are the Final Contract Documents.

OMB Confirmation: L. Lawrence _____ 4/17/11
Signature Date

RECEIVED

APR 12 2011

Office of Mgmt. & Budget

RECEIVED

MAR 18 2011

Office of Mgmt. & Budget

ANNUAL CONTRACT INFORMATION REPORT

IT IS TIME FOR THE RENEWAL OF THE FOLLOWING CONTRACT. PLEASE FILL OUT THIS FORM IN ITS ENTIRETY AND RETURN TO THE OFFICE OF MANAGEMENT AND BUDGET. THANK YOU.

CONTRACT #20010017

TITLE: Janitorial Service

CONTRACTOR'S NAME: Service King, Inc.

DEPARTMENT: All City Buildings

DATE DUE: 9/30/2011

(7 DAYS AFTER RECEIPT BY DEPT)

CHECK THE APPROPRIATE RESPONSE BELOW:

	EXCELLENT	GOOD	FAIR	POOR
Adherence to Cleaning Schedules (Weekly, Monthly, Periodically)	X			
Quality of Service	X			
Quality of Products Used	X			
Performs Extra Services When Requested	X			
Problems Solved in a Timely Manner	X			
Overall Performance	X			

Comments: List any additional information you find pertinent to the contractor's performance. These comments should reflect between excellent to poor service.

 ALL SERVICES HAVE BEEN EXCELLENT

 VERY WELL SATISFIED WITH SERVICE.

Assigned Department Monitor: Sandy Smith Contact #: (772) 344-4267
CODE ENFORCEMENT OFFICE MANAGER

WOULD YOU RENEW THIS CONTRACT: Yes or No (circle one)

CONTRACT SUPERVISOR: Lisa Marie Lawrence OMB
(print)

DATE: 3/18/2011

DEPARTMENT HEAD SIGNATURE:

Jess R. Auld 03/18/11

JANITORIAL SERVICE COMPLAINTS

RECEIVED

MAR 18 2011

Office of Mgmt. & Budget

DATE	PROBLEM	INITIALS	DATE RESOLVED	HOW RESOLVED - INITIALS
<p>NONE</p> <p><i>J.R. All</i></p> <p><i>03/18/11</i></p>				

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DEPARTMENT: All City Buildings

DATE DUE: 9/30/2011

(7 DAYS AFTER RECEIPT BY DEPT)

CHECK THE APPROPRIATE RESPONSE BELOW:

	EXCELLENT	GOOD	FAIR	POOR
Adherence to Cleaning Schedules (Weekly, Monthly, Periodically)		✓		
Quality of Service		✓		
Quality of Products Used		✓		
Performs Extra Services When Requested		✓		
Problems Solved in a Timely Manner		✓		
Overall Performance		✓		

Comments: List any additional information you find pertinent to the contractor's performance. These comments should reflect between excellent to poor service.

Department: Building Department Assigned Monitor: _____ Contact #: _____

WOULD YOU RENEW THIS CONTRACT: Yes or No (circle one)

CONTRACT SUPERVISOR: Lisa Marie Lawrence OMB

DATE: 3/24/2011

DEPARTMENT HEAD SIGNATURE: ^(print) Jal Adams

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CONTRACT #20010017

TITLE: Janitorial Service

CONTRACTOR'S NAME: Service King, Inc.

DEPARTMENT: All City Buildings

DATE DUE: 9/30/2011

(7 DAYS AFTER RECEIPT BY DEPT)

CHECK THE APPROPRIATE RESPONSE BELOW:

	EXCELLENT	GOOD	FAIR	POOR
Adherence to Cleaning Schedules (Weekly, Monthly, Periodically)			✓	
Quality of Service		✓		
Quality of Products Used			✓	
Performs Extra Services When Requested		✓		
Problems Solved in a Timely Manner		✓		
Overall Performance		✓		

Comments: List any additional information you find pertinent to the contractor's performance. These comments should reflect between excellent to poor service.

Assigned Department Monitor: Janette Whurpou Contact #: 6431

WOULD YOU RENEW THIS CONTRACT: Yes or No (circle one)

CONTRACT SUPERVISOR: Lisa Marie Lawrence-OMB
(print)

DATE: 3/18/2011

DEPARTMENT HEAD SIGNATURE: 

ANNUAL CONTRACT INFORMATION REPORT

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CONTRACT #20010017

TITLE: Janitorial Service

CONTRACTOR'S NAME: Service King, Inc.

DEPARTMENT: All City Buildings

DATE DUE: 9/30/2011

(7 DAYS AFTER RECEIPT BY DEPT)

CHECK THE APPROPRIATE RESPONSE BELOW:

	EXCELLENT	GOOD	FAIR	POOR
Adherence to Cleaning Schedules (Weekly, Monthly, Periodically)		X		
Quality of Service		X		
Quality of Products Used		X		
Performs Extra Services When Requested	X			
Problems Solved in a Timely Manner		X		
Overall Performance		X		

Comments: List any additional information you find pertinent to the contractor's performance. These comments should reflect between excellent to poor service.

SERVICE KING HAS PROVIDED SPECIAL EMERGENCY REQUESTS ON SHORT NOTICE. (E)

LIMITED SERVICE REQUIRED @ MAINT. YARD. PRETTY LARGE TASK TO ASK THEM TO KEEP UP WITH MESSSES THE STAFF MAKES.

Department: P&R. MAINT. YARD Assigned Monitor: MARK OLSEN Contact #: 772-528-2955

WOULD YOU RENEW THIS CONTRACT: (Yes) or No (circle one)

1901 Hampshire

CONTRACT SUPERVISOR: Lisa Marie Lawrence OMB
(print)

DATE: 3/24/2011

DEPARTMENT HEAD SIGNATURE: 

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CHECK THE APPROPRIATE RESPONSE BELOW:

	EXCELLENT	GOOD	FAIR	POOR
Adherence to Cleaning Schedules (Weekly, Monthly, Periodically)		✓		
Quality of Service			✓	
Quality of Products Used		✓		
Performs Extra Services When Requested		N/A		
Problems Solved in a Timely Manner		✓		
Overall Performance		✓		

Comments: List any additional information you find pertinent to the contractor's performance. These comments should reflect between excellent to poor service.

Rarely request additional service at the Community Center.

Assigned Department Monitor: _____

J. L.

Contact #:

⁽⁷⁷²⁾ 871-5086

WOULD YOU RENEW THIS CONTRACT: Yes or No (circle one)

CONTRACT SUPERVISOR: Lisa Marie Lawrence OMB

DATE: 3/18/2011

(print)

DEPARTMENT HEAD SIGNATURE: _____

[Signature]

JL

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DEPARTMENT: All City Buildings

DATE DUE: 9/30/2011

(7 DAYS AFTER RECEIPT BY DEPT)

CHECK THE APPROPRIATE RESPONSE BELOW:

	EXCELLENT	GOOD	FAIR	POOR
Adherence to Cleaning Schedules (Weekly, Monthly, Periodically)		X		
Quality of Service		X		
Quality of Products Used		X		
Performs Extra Services When Requested		X		
Problems Solved in a Timely Manner		X		
Overall Performance		X		

Comments: List any additional information you find pertinent to the contractor's performance. These comments should reflect between excellent to poor service.

Assigned Department Monitor: Wendy Smith Contact #: 772-871-5100

WOULD YOU RENEW THIS CONTRACT: Yes or No (circle one)

CONTRACT SUPERVISOR: Lisa Marie Lawrence OMB DATE: 3/18/2011

DEPARTMENT HEAD SIGNATURE: (print) Donald Freedland 3/22/11

D&W

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DEPARTMENT: All City Buildings

DATE DUE: 9/30/2011

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	EXCELLENT	GOOD	FAIR	POOR
Adherence to Cleaning Schedules (Weekly, Monthly, Periodically)	✓			
Quality of Service	✓			
Quality of Products Used	✓			
Performs Extra Services When Requested	✓			
Problems Solved in a Timely Manner	✓			
Overall Performance	✓			

Comments: List any additional information you find pertinent to the contractor's performance. These comments should reflect between excellent to poor service.

Ruby has been a real Asset to the cleaning staff. I receive compliments regularly on her Attention to Detail.

Assigned Department Monitor: *[Signature]* Contact #: _____

WOULD YOU RENEW THIS CONTRACT: Yes or No (circle one)

CONTRACT SUPERVISOR: Lisa Marie Lawrence OMB (print) DATE: 3/18/2011

DEPARTMENT HEAD SIGNATURE: *[Signature]* 3/22/11

Our Service individual is outstanding! She is perhaps the best person we ever had.

[Signature]

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DEPARTMENT: All City Buildings

DATE DUE: 9/30/2011

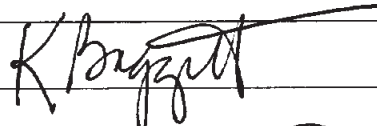
(7 DAYS AFTER RECEIPT BY DEPT)

CHECK THE APPROPRIATE RESPONSE BELOW:

	EXCELLENT	GOOD	FAIR	POOR
Adherence to Cleaning Schedules (Weekly, Monthly, Periodically)		✓		
Quality of Service		✓		
Quality of Products Used		✓		
Performs Extra Services When Requested		✓		
Problems Solved in a Timely Manner		✓		
Overall Performance		✓		

Comments: List any additional information you find pertinent to the contractor's performance. These comments should reflect between excellent to poor service.

Assigned Department Monitor:



Contact #:

WOULD YOU RENEW THIS CONTRACT: Yes or No (circle one)

CONTRACT SUPERVISOR: Lisa Marie Lawrence OMB
(print)

DATE: 3/18/2011

DEPARTMENT HEAD SIGNATURE: _____