




Florida's Dynamic  
Waterfront Community

# RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

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## MEMORANDUM

**TO:** Honorable Chair and Members, CRA Board of Commissioners  
City of Riviera Beach, Florida

**FROM:**  Scott Evans  
Interim Executive Director, CRA

**COPY:** J. Michael Haygood, CRA Attorney

**DATE:** October 2, 2019

**SUBJECT:** A Resolution of the Board of Commissioners Authorizing Staff to Enter into an Agreement with AK Building Services, Inc.

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### REQUEST FOR BOARD ACTION

The Agency is Requesting the Board of Commissioners to Approve a Resolution Authorizing Staff to Enter into an Agreement with AK Building Services, Inc., the Number One (1) Ranked Firm to the Request for Proposals for night porter services.

This firm will provide overnight night porter services from 11pm to 7am Wednesday through Sunday to supplement the day porter service provided by the Clean & Safe Day Porter Ambassadors. The Agreement will be for three (3) years for night porter services with AK Building Services at \$5,142.00 per month or \$61,704.00 annually, with a 5% cost of living adjustment each October, and with two (2) additional one-year options upon the same terms as the original agreement.

### SUMMARY

To have the Marina Village Event Center available to accommodate functions starting at 7am, the Agency needs to have the Event Center clean and set up to the customers specifications by 6am. To accomplish this, we need a two (2) person night porter team to clean the entire Event Center and set up the room(s) to the customer's specifications. If approved, we anticipate that these services will start in October, the beginning of our new Fiscal Year 2019-2020.

Board's approval of Staff's request will provide us the capacity to achieve the goals above.

### BACKGROUND

Based on the last six (6) months experience having a night porter service has enabled the Event Center Staff to effectively have the Event Center ready and fully operational for events starting at

7am and reduced our overall early morning manpower needs. Based on this experience and in accordance with CRA regulations, a Request for Proposals (RFP) was advertised in the Palm Beach Post, on Demand Star, and on the CRA Website. Three (3) companies responded to the RFP and AK Building Services was the lowest bidder at a monthly rate of \$5,142.00 or \$61,704.00 annually. The Agency's Executive Director has reviewed the proposals and recommends issuing the award to AK Building Services.

**NIGHT PORTER AWARD**

AK Building Services has been in service for over twenty-five (25) years providing janitorial & maintenance services for office buildings, medical facilities, condominiums, schools, and a wide range of other organizations throughout Dade County, Broward County, Palm Beach County, Martin County, Treasure Coast, and St. Lucie County areas. AK Building Services has been providing day porter service at the Marina Village for the first year and one half that the Event Center was open and has since been supplementing the Ambassador Night Porter Service on weekends. They have also provided janitorial services for the City of Riviera Beach.

Having spent the last 11 months providing weekend Night Porter services, (five months providing weekend only and 6 months providing 5 day per week service) at the Event Center, they fully understand the cleaning and room breakdown and setup demands required to supplement our existing Day Porter services.

**RECOMMENDATION**

Staff recommends the Board of Commissioners to Approve a Resolution Authorizing Staff to Enter into an Agreement for Night Porter services with AK Building Services, the Number One (1) Ranked Firm. The Agreement will be for three (3) years for night porter services with AK Building Services at \$5,142.00 per month or \$61,704.00 annually, with a 5% cost of living adjustment each October, and with two (2) additional one-year options upon the same terms as the original agreement.

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## SCOPE OF WORK

### Days and Hours:

Thursday through Sunday

11pm to 7am

Additional Days of service may be required due to Special Events which will be billable.

### Basic Daily Work Activities (the below duties are to be completed daily)

Empty all trash cans and take all event trash out to Dumpster

Clean all restrooms, toilets, counters, glass, stainless, mop and sanitize floors

Clean Kitchen sinks, empty and clean warming ovens and refrigerators (unless marked keep), polish all stainless, sweep, mop and sanitize floors

Clean 2nd floor catering room, including Bar area

Sweep and mop all hall way floors and staircase

Clean and polish glass entry doors

Polish elevator doors and stainless trash cans

### Event Clean Up Activities, 1st floor (all events are over by midnight)

Assist in taking all event trash out to dumpster

Pick up all trash on the hall floors

Clean / sanitize all tables

Stack chairs and return to storage areas

Fold and move to storage all folding tables

Vacuum floor

### Event Clean Up Activities, 2nd floor Terrace (all events are over by midnight)

Assist in taking all event trash out to dumpster

Pick up all trash on the terrace, behind the Bar and in the catering room

Clean/polish all stainless counters / sinks

Clean / sanitize all tables

Place chairs back around tables

Fold and move to storage all folding tables

Spot mop floor spills, stains

Sweep and sanitize catering room floor

Wipe off all tables and chairs

### Pre-event Set up,

If one of the halls needs to be set up for an early morning event an Event Center Supervisor will review the layout prior to their leaving at 11:30pm. The Night Porters will be responsible for setting up all tables and chairs but not do anything with the stage or dance floor.