




RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

2001 BROADWAY, SUITE 300
RIVIERA BEACH, FL 33404
PHONE: 561-844-3408
FAX: 561-881-8043
Website: www.rbcr.com

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: November 5, 2019

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

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 November, near 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. The cost to provide the Night Porter services in house would be \$117,170.33, comprised of a Supervisor (\$54,388.00), 1-Ambassador (\$47,089.00) and 1-Alternate Ambassador 1/3 of the time (\$15,693.33.) Hiring these contract services will provide a potential savings of \$55,466.33. The cost of adding staff is inclusive of estimated fringe.

NIGHT PORTER AWARD

AK Building Services has been in service for over twenty-five (25) years providing janitorial and 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.

SE:rm