



## Office of the Town Manager

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Rafael G. Casals  
Town Manager

### MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: July 19, 2017

Re: Issuance of Request for Proposals (RFP) #17-09 – Janitorial Maintenance Services for Cutler Bay Town Center and Town Park Restrooms

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### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR JANITORIAL MAINTENANCE SERVICES FOR THE CUTLER BAY TOWN CENTER BUILDING AND TOWN PARK RESTROOMS; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

The Town of Cutler Bay (the “Town”) purchased the Cutler Bay Town Center located at 10720 Caribbean Blvd., Cutler Bay, Florida and is responsible for all of the maintenance and tenant improvements. On October 12, 2012, the Town Council adopted Resolution #12-55 executing an agreement with SFM Services, Inc. for Janitorial Maintenance Services for the Cutler Bay Town Center Building. The Town renewed the agreement after three (3) years, and then exercised the option to renew for two (2) additional one (1) year extensions. The agreement between the Town and SFM Services, Inc. expires in November 2017.

Pursuant to Chapter 24, Article II of the Town Code, the Town Manager is required to seek authorization from the Town Council to advertise the solicitation for bids or proposals for janitorial services.

In order to comply with our procurement process, staff has developed a Request for Proposals (RFP) in which a qualified Janitorial Services contractor will be selected. The RFP requires that the Contractor must have eight (8) years of experience within the State of Florida to be eligible. Town staff is requesting the issuance of a “new” Janitorial Maintenance Services, RFP in order to provide the required daily janitorial functions within the Town Center Building, a six (6) story commercial office building of





approximately 73,546 leasable square feet and two (2) Town Park restroom facilities of approximately 300 square feet each.

The new contractor will be selected based on their experience with similar type commercial buildings, monthly maintenance costs, credentials and accomplishments of the project manager, credentials of the contractor in general, etc.

Section 24-45 of the Town Code requires the Town Manager to obtain authorization from the Town Council to advertise solicitations for bids and proposals prior to advertising the solicitation. Additionally, the Town intends to retain a contractor to perform the services, identified in RFP# 17-09.

### **RECOMMENDATION**

It is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to issue a Request for Proposals (RFP #17-09).

