



THE CITY OF DAYTONA BEACH  
OFFICE OF THE PURCHASING AGENT

Post Office Box 2451  
Daytona Beach, Florida 32115-2451

Phone (386) 671-8080  
Fax (386) 671-8085

DATE: January 31, 2020  
TO: James Chisholm, City Manager  
THRU: Michael Stallworth, Business Enterprise Division Manager MS  
FROM: Kirk Zimmerman, Buyer  
SUBJECT: Quotes for Custodial Services for Tennis Center

**REQUEST**

The Purchasing Division requests the City Manager approve the remainder of the 1 year agreement with **Precision Building Services**, 2024 Hibiscus Drive-Suite B, Edgewater, FL 32141 for Tennis Center Custodial Services.

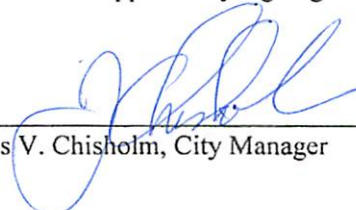
**CONSIDERATION**

On 11/19/2019 quotes were received for Tennis Center Custodial Services. 54 companies were sent invitations as well as being posted on the City website. 4 quotes were received. The lowest quote was J & L Cleaning With A Passion and Never Slacking Services, LLC. Due to lack of communication and security issues they have terminated their contract effective immediately. In an effort to continue the level of service staff contacted the second lowest bidder **Precision Building Services** and recommends awarding the remainder of the Contract to them. The estimated annual total quote was **\$11,200**. This quote is good through 11/30/2020. The City will have the option to renew this quote for up to 4 terms of 1 year each by providing the Contractor written notice at least 60 days before the end of the current term.

Section 30-52 (a)

The city manager may authorize expenditures and enter into contracts for small purchases; however, where more than one purchase or expenditure is made or entered into in connection with and directly related to the same project, the cumulative value of such purchases or expenditures will not exceed \$25,000 without approval of the city commission. Expenditures for normal maintenance and operational expenses for city facilities and departments are not expenditures for "projects" subject to the cumulative value spending limitation. Small purchases may be made without competitive selection; however, the city manager will adopt written guidelines for use of informal procedures to insure cost efficiency.

Please indicate approval by signing below:

  
\_\_\_\_\_  
James V. Chisholm, City Manager

2/4/2020  
Date

577/1