





# THE CITY OF DAYTONA BEACH


## Public Works Department

### INTEROFFICE MEMORANDUM

**TO:** James V. Chisholm, City Manager

**FROM:** Brad Isenecker, Grounds Maintenance Manager 

**THRU:** David Waller, Deputy Public Works Director 

**THRU:** Gary Shimun, Deputy City Manager, Acting Public Works Director 

**DATE:** November 3, 2016

**SUBJECT:** Florida Department of Corrections  
Contract to Supply Inmate Laborers

#### PURPOSE

This memorandum is needed to acquire Commission approval for the Florida Department of Corrections (DOC) proposed contract #W1091. The contract is the same contract that DOC has been entering into with other local governments. This Contract is authorized under the Purchasing Code because this service provider is a Government Agency. Therefore, no competitive solicitation is required.

#### CONSIDERATIONS

To hire five (5) Maintenance Worker I laborers and a one (1) Maintenance Supervisor II at the City minimum salary rates would cost the City over \$110,000 per year including fringe benefits. The DOC contract cost is \$57,497 per year. In either case the City must supply a transportation van including fuel and maintenance. This contract is for one (1) year with a one (1) year renewal option. Commissioners are requested to authorize the City Manager to exercise the option to renew the contract upon expiration of initial term.

The inmate crew will supplement the Grounds Maintenance staff in maintaining City owned properties.

#### FUNDING

The funding for the contract is included in the General Fund account line item 001-600425-539-534018-000000.

#### RECOMMENDATIONS:

It is recommended that the Commission approve the contract to supply the City one (1) work squad of up to five (5) laborers and one (1) work squad supervisor for a one (1) year period with an option to renew for an additional year and authorize the City Manager to exercise the contract renewal option.

**SCHEDULE**

Commission Approval	December 21, 2016
Contract Start Date	January 23, 2017
Contract End Date	January 22, 2018

**ATTACHMENTS**

Agenda Package  
Contract #W1091  
Sufficiency of Funds Certificate