



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting
MEETING DATE 4/15/2025
SUBMITTED BY: Skender Coma, Senior Management Analyst
SUBJECT: EXECUTE AGREEMENT – BID NO. 25-001: JANITORIAL SERVICES

SUMMARY:

The Town issued Bid No. 25-001 for Janitorial Services on 1/21/25 due to the existing agreement expiring with no renewal options available. On 2/25/25, Town staff received and unsealed 15 bids, with Green Facility Inc. submitting the low bid of \$58,743.96. After reviewing their references and clearing all Criminal Justice Information Systems (CJIS) and Police Department background check procedures, Green Facility Inc. was determined to be responsible and responsive.

FISCAL IMPACT:

\$58,743.96 in year one with a 3% increase per renewal year

001-519.000-534.000

ATTACHMENTS:

Janitorial Services Agreement

Green Facility Inc. Bid

Bid No. 25-001 Tabulation Sheet and Compliance Checklist

RECOMMENDATION:

Execute agreement with Green Facility Inc. for Janitorial Services based on Bid No. 25-001.