



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 4, 2026

Originating Department: Public Works

Agenda Title: Resolution 110-11-26 – Amendment #2 (Renewal) – Agreement for the Provision of Janitorial Services for Town Buildings – Image Janitorial Services, Inc. – \$102,603.04

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$102,603.04 Annually

Funding Source: Contractual Services – Various Budget Funds

Account Number: 001-597-408-34000
001-571-700-34000
401-579-800-34000
110-552-520-34000

Finance Signature: Barbara A. Gould

Advertised:

Date: N/A – Renewal

Newspaper: N/A – Existing Agreement

Attachments:

Agenda Request Form

Resolution 110-11-26 and Proposed Second Renewal Amendment

Resolution 75-10-25 and First Renewal Amendment

Resolution 77-11-22 and Initial Executed Agreement

RFP 109-2022 and Image Janitorial Services, Inc. Proposal

Image Janitorial Cost Increase Justification (4% increase)

Please initial one:

Yes, I have notified everyone.

Not applicable in this case

Summary Explanation/Background:

The Public Works Department identified a need to renew the current agreement with Image Janitorial Services, Inc. to provide janitorial services within the Town's buildings and facilities. The original three (3) year agreement expired on November 2, 2025 and the first one-year renewal agreement is expected

to expire on November 2, 2026, The proposed final one-year renewal, if approved, would begin on November 3, 2026, through November 2, 2027, in the amount of \$102,603.04.

Note: Various documents related to the original competitive process (RFP No. 109-2022 - September 12, 2022) are either attached and/or available for review by contacting the Town Clerk's Office, including but not limited to the original Agreement and subsequent Amendments (Renewals), solicitation notice, RFP #109-2022, scoring matrix, proposal documents, addendums and advertisement, as required.

The proposed Amendment No. 2, if approved, will extend the agreement for one (1) additional year (November 3, 2026 – November 2, 2027), under the exact pricing, terms, and conditions that have previously been approved.

If approved, the Town Commission will accept Image Janitorial Services, Inc.'s, pricing including all terms, conditions and pricing therein. The proposed Agreement would be for a one (1) year term and no renewal options would be available. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Funding to support this service is available within the approved FY 2027 Budget – Various Funds.

Note: The current agreement provides for the option to adjust the cost of the agreement based on the Consumer Price Indices (See below). Thus, the vendor has requested a 4% cost increase to reflect inflationary trends and remains cost-effective compared to market alternatives.

3. COST OF SERVICES

The Town acknowledges the fluctuating nature of prices. Therefore, on the annual anniversary date of the Agreement, the parties hereto agree that the unit prices may be adjusted upward based on the Consumer Price Indices. The value of the adjustment will be determined by the Town.

The proposed Renewal Amendment was prepared by the Public Works Director and reviewed by the Town's vendor, Image Janitorial Services, Inc., the Finance Director and the Town Attorney.

The Town has previously worked with Image Janitorial Services, Inc. and they have provided quality service and good customer support.

Note: The Town has begun the competitive selection process to identify a lower total cost to the Town for janitorial services. As a result, this proposed agreement, if approved, may be terminated prior to completion of the one-year term, particularly to achieve lower overall costs for all Town Budget Funds. If this occurs, the Town would be required to provide Image Janitorial Services sixty (60) days written notice if a cancellation of the Agreement is desired.

Recommended Motion:

I move to approve Resolution 110-11-26 and the 2nd Amendment (Second Renewal) to the Agreement with Image Janitorial Services, Inc. in the amount of \$102,603.04; and authorize the Mayor to execute the proposed 2nd Amendment.