



Cover Memorandum/Staff Report

File #: 25-732

Agenda Date: 6/17/2025

Item #: 6.O.2.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: June 17, 2025

APPROVAL OF RESOLUTION NO. 115-25 TO AWARD AN AGREEMENT WITH SFM JANITORIAL SERVICES, LLC. FOR CITY-WIDE JANITORIAL SERVICES PURSUANT TO REQUEST FOR PROPOSAL (RFP) NO. 2025-008 IN THE AMOUNT OF \$3,384,406.50

Recommended Action:

Motion to approve Resolution No. 115-25 to award an Agreement with SFM Janitorial Services, LLC. for City-wide Janitorial Services pursuant to RFP No. 2025-008 in the annual amount of \$676,881.32 for an agreement total of \$3,384,406.60.00.

Background:

On January 7, 2025, the City of Delray Beach (City) issued RFP No. 2025-008 to retain a contractor to perform citywide janitorial services. This is a performance-based contract. The contractor is required to provide all labor, supplies, machines, equipment, tools, materials, and supervision necessary to perform janitorial services in City facilities, ensuring a first-class, professionally maintained appearance. All work performed under this contract will be inspected on a monthly basis. The frequency may be adjusted as determined by the success the contractor achieves in meeting the required quality standards for the contract tasks.

On February 5, 2025, the City received twenty-six (26) submittals in response to RFP No. 2025-008. Five (5) submittals were deemed non-responsive/responsible to the requirements of RFP No. 2025-008. On May 2, 2025, the Selection Committee completed its review of the submittals and elected for presentations from the top three (3) contractors. On May 19, 2025, presentations were held, resulting in the following final ranking:

Firm	Score	Rank
SFM Janitorial Services LLC	487	1
American Janitorial Inc	449	2
Kleen Tech Services LLC	449	2

Staff has reviewed the proposal of \$676,881.32 and finds it to be fair and reasonable.

Should the City exercise the renewal options provided in the contract, the cumulative contract value is provided below.

Agreement Value

Initial Term	July 7, 2025 - July 6, 2028	\$ \$2,030,643.90
Renewal Term 1	July 7, 2028- July 6, 2029	\$676,881.32
Renewal Term 2	July 7, 2029- July 6, 2030	\$676,881.32
TOTAL		\$3,384,406.50

The City, at its sole discretion, reserves the right to terminate this agreement with or without cause immediately upon providing written notice to the contractor. Upon receipt of such notice, the contractor shall not incur any additional costs under the agreement. The City shall be liable only for reasonable costs incurred by the contractor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Required.

Attachments:

1. Resolution No. 115-25
2. Agreement RFP No. 2025-008
3. Exhibit A
4. Legal Review Checklist
5. Bid Submittal
6. Final Solicitation RFP No. 2025-008

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available from 001-41-350-519.34.15 (Other Contractual Services/ Janitorial Services)

Timing of Request:

Timely approval is requested as the current janitorial services agreement expires on July 7, 2025.