

**RESOLUTION NO. 2025-056**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING A FIRST AMENDMENT TO THE AGREEMENT WITH ENCOMPASS CSI, LLC TO PROVIDE JANITORIAL SERVICES AT TOWN HALL; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR AND TOWN ATTORNEY TO ENTER INTO THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town desires to extend its Town Hall Janitorial Services Agreement (the "Project"); and

**WHEREAS**, the Town advertised a Request for Quote, RFQ No. 21-104 on May 21, 2021 through the Town's competitive procurement process; and

**WHEREAS**, Encompass CSI, LLC provided the lowest most responsive and responsible quote as per the Town's procurement process; and

**WHEREAS**, the Town entered into an agreement with Encompass CSI, LLC for a three (3) year initial term, which may be renewed for up to three (3), one (1) year periods at the sole option of the Town; and

**WHEREAS**, the Town desires to renew its agreement with Encompass CSI, LLC, and to amend the frequency of janitorial service from two (2) days to four (4) days per week, effective upon commencement of the second annual renewal period; and

**WHEREAS**, this amendment modifies the original contract price and scope, and in accordance with the contract's requirement that all such changes be executed with the same formality and dignity as the original agreement, Town Council ratification is being sought.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Southwest Ranches, Florida:

**Section 1:** The above referenced recitals are true and correct and are incorporated herein by reference.

**Section 2:** The Town Council hereby authorizes the Mayor, Town Administrator and Town Attorney to enter into a First Amendment to an Agreement with Encompass CSI, LLC for Town Hall Janitorial Services in substantially the same form as that attached hereto as Exhibit "A" and to make such modifications,

additions and/or deletions which they deem necessary to effectuate the intent of this Resolution.

**Section 3:** The Town Council hereby approves a one (1) year renewal of the agreement, amending the janitorial service frequency from two (2) days to four (4) days per week.

**Section 4:** The Town Council hereby authorizes the Town Administrator to enter into an additional one (1) year renewal upon expiration of this renewal, if deemed appropriate.

**Section 5:** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches, Florida, this 8<sup>th</sup> day of May 2025, on a motion by

Chm Allbritton and seconded by Chm Kuczenski.

Breitkreuz	<u>Yes</u>
Hartmann	<u>Yes</u>
Allbritton	<u>Yes</u>
Jablonski	<u>Yes</u>
Kuczenski	<u>Yes</u>

Ayes	<u>5</u>
Nays	<u>0</u>
Absent	<u>0</u>
Abstaining	<u>0</u>

Steve Breitkreuz  
Steve Breitkreuz, Mayor

ATTEST:  
Debra M. Ruesga  
Debra M. Ruesga, CMC, Town Clerk

Approved as to Form and Correctness:  
Keith M. Poliakoff  
Keith M. Poliakoff, J.D., Town Attorney  
1001.036.2025



## CONTRACT RENEWAL

This Renewal Agreement ("Agreement") is made and entered into as of May 28, 2025 by and between the Town of Southwest Ranches, with its principal office located at 13400 Griffin Road, Southwest Ranches, FL 33330 ("Town"), and Encompass CSI, LLC, with its principal office located at 6555 Powerline Road, Suite 304, Fort Lauderdale, FL 33309 ("Vendor").

**WHEREAS**, the Town and the Vendor entered into an agreement dated May 28, 2021 (the "Original Agreement") for the provision of janitorial services at Town Hall;

**WHEREAS**, the Town and the Vendor desire to renew the Original Agreement under the terms and conditions set forth herein and approved via Resolution No. 2021-060;

**WHEREAS**, this second renewal period shall be effective from May 28, 2025 through May 27, 2026;

**WHEREAS**, upon commencement of this second renewal period, the contract amount shall be increased from \$1,200.00 per month to \$2,064.00 per month to reflect expanded service from two (2) cleanings per week to four (4) cleanings per week in full accordance with Exhibit "B" – Locations & Cleaning Schedule of the original agreement;

**WHEREAS**, a third and final one-year renewal period may be activated at the Town Administrator's discretion, provided that no additional increases to compensation are requested or applied;

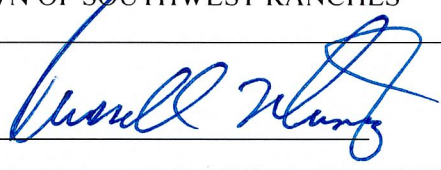
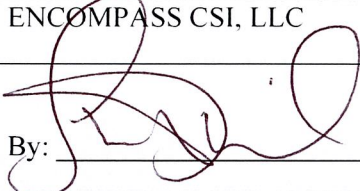
**WHEREAS**, the Town Administrator reserves the right to reduce the weekly cleaning frequency as needed, upon fourteen (14) days written notice to the vendor;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Renewal Term:** The term of the Original Agreement is hereby extended for an additional one-year period beginning May 28, 2025 through May 27, 2026. A third and final one-year renewal period may be activated at the sole discretion of the Town Administrator provided there are no additional increases to compensation.
2. **Compensation:** Effective May 28, 2025, the monthly compensation to the Vendor shall be increased to \$2,064.00 to reflect the increased frequency of cleanings in full accordance with Exhibit "B" – Locations & Cleaning Schedule of the original agreement.
3. **Scope of Services/Goods:** The Vendor shall continue to provide janitorial services as outlined in the Original Agreement, with the increased frequency of service as specified herein. Any further modifications to the scope of services must be agreed upon in writing by both parties.
4. **Terms and Conditions:** All terms and conditions of the Original Agreement, except as expressly modified by this Agreement, shall remain in full force and effect during the Renewal Term.

5. **Notices:** Any notice required or permitted under this Agreement shall be in writing and shall be deemed to have been duly given when delivered personally or sent by certified mail, return receipt requested, or by overnight delivery service to the addresses set forth above.
6. **Miscellaneous:** This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and may not be amended or modified except in writing signed by both parties. Vendor agrees to comply with all applicable Federal, State, County, and local laws, rules, regulations, ordinances, and codes in performing all Work under this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Renewal Agreement as of the day and year first above written.

TOWN OF SOUTHWEST RANCHES	ENCOMPASS CSI, LLC
By: 	By: 
Name: Russell Muniz Title: Town Administrator Date: <u>05/08/2025</u>	Name: <u>TINA DIEHL</u> Title: <u>4/25/25</u> Date: <u>COO</u>