

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: July 8, 2025 ☒ Consent ☐ Regular
☐ Ordinance ☐ Public Hearing

Department: Purchasing Department

I. EXECUTIVE BRIEF


Motion and Title: Staff recommends motion to receive and file: quarterly list of contract terminations under section 2-53(d) of the County’s Purchasing/Procurement Code (the Code).

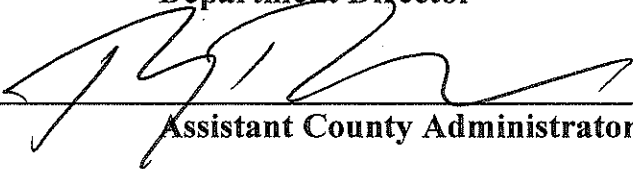
Summary: Effective November 16, 2024, the Code authorized the Director of Procurement, in consultation with the County Attorney’s Office, to terminate non-construction contracts, including exempt contracts, of any amount in accordance with the terms and conditions of the applicable contract. The Code requires the Director of Procurement to submit to the Board of County Commissioners (BCC) at least quarterly a Receive and File item listing all contract terminations, whether termination is for convenience or termination for cause. Additionally, pursuant to Countywide PPM# CW-L-008, Procurement Policies and Procedures, specifically Section II.D.b, it states “the Procurement Director may terminate non-construction contracts...with County Administration review and approval.” Please note, the attached contract terminations have been reviewed and approved by County Administration. It is noted under Attachment 1 the quarterly list of contract terminations for November 16, 2024, through March 31, 2025. (Procurement Department) Countywide (AH)

Background & Justification: Compliance with the Purchasing/Procurement Code requires that the Director of Procurement file a list of contract terminations with the Board at least quarterly, as provided in Section 2-53 (d).

Attachments:

- 1. Quarterly List of Contract Terminations

Recommended By:  6/18/25.
Department Director Date

Approved By:  6/24/2025
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT*	_____	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes _____ No _____
Does this item include use of Federal funds? Yes _____ No _____
Does this item include the use of State funds? Yes _____ No _____

Budget Account No: Fund _____ Dept _____ Unit _____ Object _____ Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

This item carries no fiscal impact.

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

_____ 6/18/25

OFMB

_____ 6/18/25

_____ 6/20/25

Contract Development and Control

_____ 6/20/25

B. Legal Sufficiency:

Anne Telford 6-23-25
Assistant County Attorney

C. Other Department Review:

Department Director

ATTACHMENT 1
QUARTERLY LISTING OF CONTRACT TERMINATIONS
FOR THE PERIOD November 16, 2024 THROUGH March 31, 2025

Contract No.	Vendor Name	Type of Goods or Services	Termination Date	Termination for Convenience	Termination for Cause
400306	Xerox; Toshiba; Ricoh; Canon; and Konica	Copiers	December 11, 2024	X	
950702CR	Elite Clean, Inc.	Janitorial Services	December 12, 2024	X	
555626	LV Superior Landscaping, Inc.	Grounds Maintenance	March 7, 2025		X



**INTER-OFFICE COMMUNICATION
PALM BEACH COUNTY**

DATE: May 12, 2025

TO: Reginald Duren, Assistant County Administrator
County Administration

FROM: Melody Thelwell, Director
Purchasing Department

A handwritten signature in black ink, appearing to read "Melody Thelwell", is written over the "FROM:" line.

SUBJECT: Information Item(s) – Review of Contract Terminations Approved Before
Issue Date of the PPM# CW-L-008, Procurement Policy and Procedures

BACKGROUND

The purpose of this Memorandum is to request County Administration's review and post-approval to terminate Contract No. 950702, Janitorial Services, Daggerwing Nature Center, which was managed and requested by the Parks and Recreation Department ("Parks"). Also, Purchasing is requesting the review and post-approval to terminate Contract No. 400306, Copiers and Leases, which was managed and requested by the several departments. Both of these contract terminations occurred prior to the Issue Date, January 29, 2025, of PPM#CW-L-008, Procurement Policy and Procedures.

Moreover, pursuant to PPM#CW-L-008, specifically Section II. D. 6, it states, "the Procurement Director may terminate non-construction contracts, including exempt contracts, of any amount in accordance with the terms and conditions of the contract and in consultation with the County Attorney's Office ("CAO"), with the County Administration review and approval..." As stated above, these contracts were terminated prior to the Issue Date of this PPM. But, to ensure consistency with the PPM, Purchasing has submitted the terminations for your review and post-approval.

SUMMARY

A. The following provides a summary of Contract No. 950702, Janitorial Services

Daggerwing Nature Center:

1. Contract No. 950702 for Janitorial Services, Daggerwing Nature Center was established in 2022, with a start date of September 1, 2022 through August 31, 2023, with a contract value of \$26,000. This term contract had four (4) twelve (12) month renewal options available.
2. The contract was awarded to one (1) awardee, Elite Cleaning, Inc., who was the lowest responsive and responsible bidder.
3. This contract was successfully renewed for two (2) twelve (12) month terms, for the same amount as the previous contract, \$26,000, and there was no indication that the vendor experienced any performance issues.
4. Parks requested this contract be terminated because the Department received a Maintenance Worker position and this position would provide janitorial services for the Daggerwing Nature Center (See attached). Subsequently, the County Attorney's office has reviewed and approved the termination letter, in accordance with Article #6, "Termination for Convenience."
5. This contract termination was effective on December 12, 2024 and Purchasing requests County Administration's review and post-approval.

B. The following provides a summary of Contract No. 400306, Copier and Leases:

1. Contract No. 400306 for Copiers and Leases was established in 2021, with a start date of April 20, 2021 through December 31, 2024, with a contract value of \$6,000,000. This term contract had no renewal option available. This contract was a piggyback from the State of Florida Contract No. 440000000 – NASPO-19-ACS and was awarded to the following five (5) vendors listed below:
 - a. Konica Minolta Business Solutions, USA
 - b. Xerox Corporation
 - c. Ricoh USA, Inc.
 - d. Canon USA, Inc.
 - e. Toshiba America Business Solutions, Inc.
2. To utilize this contract, each User Department was responsible in obtaining quotes for the machines and/or services and maintained individual contracts. Purchasing requested that this contract be terminated to consolidate the varied and individual contracts into one (1) Master Agreement per vendor. Using the Master Agreement concept, Purchasing is the lead department, whereby the pricing, machines and services are consistent and readily available to all Departments.

3. Due to the above-referenced contract termination, the following goods and services are/will be in place:

Vendor Name	Contract #	Effective Dates	Piggyback Contract Information
Konica Minolta Business Solutions, USA, Inc.	Contract No. 555654	August 1, 2024 through July 31, 2026	State of Colorado Master Agreement 187962
Ricoh USA, Inc.	Contract No. 555655	April 8, 2025 through October 1, 2030	Olathe Public Schools USD #233, Agreement No. 0022025
Toshiba America Business Solutions USA, Inc.	Contract No. 555651	August 1, 2024 through July 31, 2026	NASPO Value point, Contract No. 188037
Xerox Corporation	Contract No. 555659	May 20, 2025 through July 31, 2026	State of Florida, Contract No. 44100000-24-NASPO-ACS
Canon USA, Inc.	Purchasing is working to complete a piggyback addendum to establish a contract.		


4. Please note, Purchasing has added the Toshiba brand so it's readily available to all User Departments. While services are pending for Xerox and Canon, User Departments are utilizing DPOs, with a limit of \$9,999, for these services.
5. This contract termination was effective on December 11, 2024 and Purchasing requests County Administration's review and post-approval.

CONCLUSION

Please note, although both contracts were terminated, Purchasing has provided additional services to ensure that County Departments do not experience service interruption.

Thank you for your review and consideration.

Approved,


Reginald Duren
Assistant County Administrator



Purchasing Department
50 South Military Trail, Suite 110
West Palm Beach, FL 33415-3199
(561) 616-6800
FAX: (561) 242-6744
www.pbc.gov/purchasing

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Verdenia C. Baker

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November 25, 2024

Form2.VV

VC*6957
floridapurchaseorders@kmbs.konicaminolta.us
800-695-4195

Konica Minolta Business Solutions U.S.A., Inc.
101 Williams Drive
Ramsey, NJ 07446

Dear Vendor:

This letter is notification that Palm Beach County is electing to terminate contract #400306 for Copiers. This contract is being terminated solely because the expiration date exceeds the State of Florida piggyback contract expiration date. Termination is effective 12/11/2024. All outstanding orders are to be completed.

The County appreciates your service on this contract and encourages you to participate in future contracts for this or any service within the capacity of your firm to provide.

Again, let me thank you for your past services to Palm Beach County.

Sincerely,

A handwritten signature in black ink, appearing to read "Melody Thelwell".

Melody Thelwell
Director

c: Christal Bakie, Purchasing Manager
File



Purchasing Department
50 South Military Trail, Suite 110
West Palm Beach, FL 33415-3199
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November 25, 2024

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IKON0002
Christopher.caprio@ricoh-usa.com
561-524-0023

Ricoh USA, Inc.
1601 Sawgrass Corporate Parkway
Sunrise, FL 33323

Dear Vendor:

This letter is notification that Palm Beach County is electing to terminate contract #400306 for Copiers. This contract is being terminated solely because the expiration date exceeds the State of Florida piggyback contract expiration date. Termination is effective 12/11/2024. All outstanding orders are to be completed.

The County appreciates your service on this contract and encourages you to participate in future contracts for this or any service within the capacity of your firm to provide.

Again, let me thank you for your past services to Palm Beach County.

Sincerely,

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Melody Thelwell
Director

c: Christal Bakie, Purchasing Manager
File



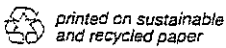
Purchasing Department
50 South Military Trail, Suite 110
West Palm Beach, FL 33415-3199
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December 9, 2024

Elite Clean Inc.
104 NW Pleasant Grove Way
Port St Lucie, FL 34986

Dear Vendor:

This letter is to notify Elite Clean, Inc. that Palm Beach County is electing to terminate contract #950702CR for Janitorial Services, Daggerwing Nature Center in accordance with Article # 6, ("Termination for Convenience"). Termination is effective December 12, 2024. All outstanding orders must be completed by December 12, 2024.

The County appreciates your service on this contract and encourages Elite Clean Inc. to participate in future contracts with Palm Beach County.

Sincerely,


Melody Thelwell
Director

c: Lynn Clavette, Purchasing Manager
Bridget Williams, Senior Buyer
Nicki Murphy, Park and Recreation Department
File

Form2.VV

VS*23412
Chris@elitecleanfl.com
(772) 323-7794



Purchasing Department
50 South Military Trail, Suite 110
West Palm Beach, FL 33415-3199
(561) 616-6800
FAX: (561) 242-6744
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November 25, 2024

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VS*28277
Al.gurdian@tbs.toshiba.com
561-236-7063

Toshiba America Business Solutions, Inc.
624 S Military Trail
Deerfield Beach, FL 33442

Dear Vendor:

This letter is notification that Palm Beach County is electing to terminate contract #400306 for Copiers. This contract is being terminated solely because the expiration date exceeds the State of Florida piggyback contract expiration date. Termination is effective 12/11/2024. All outstanding orders are to be completed.

The County appreciates your service on this contract and encourages you to participate in future contracts for this or any service within the capacity of your firm to provide.

Again, let me thank you for your past services to Palm Beach County.

Sincerely,

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Melody Thelwell
Director

c: Christal Bakie, Purchasing Manager
File



Purchasing Department
50 South Military Trail, Suite 110
West Palm Beach, FL 33415-3199
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November 25, 2024

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XERO0001
Janette.pacheco@xerox.com
561-628-5646

Xerox Corporation
1000 Sawgrass Corporate Parkway, Suite 500
Sunrise, FL 33323

Dear Vendor:

This letter is notification that Palm Beach County is electing to terminate contract #400306 for Copiers. This contract is being terminated solely because the expiration date exceeds the State of Florida piggyback contract expiration date. Termination is effective 12/11/2024. All outstanding orders are to be completed.

The County appreciates your service on this contract and encourages you to participate in future contracts for this or any service within the capacity of your firm to provide.

Again, let me thank you for your past services to Palm Beach County.

Sincerely,

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Melody Thelwell
Director

c: Christal Bakie, Purchasing Manager
File



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West Palm Beach, FL 33415-3199
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November 25, 2024

Form2.VV

VC*114154
tsheehan@csa.canon.com
954-366-8573

Canon USA Inc.
4100 Fairfax Drive, Suite 200
Arlington, VA 22203


Dear Vendor:

This letter is notification that Palm Beach County is electing to terminate contract #400306 for Copiers. This contract is being terminated solely because the expiration date exceeds the State of Florida piggyback contract expiration date. Termination is effective 12/11/2024. All outstanding orders are to be completed.

The County appreciates your service on this contract and encourages you to participate in future contracts for this or any service within the capacity of your firm to provide.

Again, let me thank you for your past services to Palm Beach County.

Sincerely,


Melody Theiwell
Director


c: Christal Bakie, Purchasing Manager
File



**INTER-OFFICE COMMUNICATION
PALM BEACH COUNTY**

DATE: February 25, 2025

TO: Reginald Duren, Assistant County Administrator
County Administration

FROM: Melody Thelwell, Director 
Purchasing Department

SUBJECT: Request to Terminate Contract No. 555626, Grounds Maintenance, County
Owned Parcels - L.V. Superior Landscaping, Inc.

BACKGROUND

The purpose of this Memorandum is to request County Administration's review and approval to terminate Contract No. 555626, Grounds Maintenance of County-Owned Parcels, which is managed and requested by the Facilities Development and Operations Department ("FDO"). Pursuant to PPM#CW-L-008, specifically Section II. D. 6, it states, "the Procurement Director may terminate non-construction contracts, including exempt contracts, of any amount in accordance with the terms and conditions of the contract and in consultation with the County Attorney's Office ("CAO"), with the County Administration review and approval..." Please review and approve the following termination of contract request.

SUMMARY

The following provides a summary of the above-referenced contract:

1. Contract No. 555626 for Grounds Maintenance of County-Owned Parcels was established in early 2024, with a start date of April 22, 2024, through April 21, 2025. The contract includes four (4) optional twelve (12) month renewal periods.
2. The contract was awarded on a primary and secondary basis:
 - a. BG Lawn Care Services, LLC was awarded the primary vendor for Lot #1, while L.V. Superior Landscaping, Inc. was awarded as the secondary vendor for Lot #1 and the primary vendor for Lots #2 and #3. The total contract value is \$72,000.
3. A vendor performance report was issued to L.V. Superior Landscaping, Inc. on November 13, 2024, highlighting the company's failure to meet contractual obligations for Lots #2

and #3 ("See attachment").


4. The Department has expressed dissatisfaction with the vendor's corrective action plan and has decided to terminate the contract. Subsequently, the County Attorney's office has reviewed and approved the termination letter, citing non-compliance with the terms of the contract under Article #5 (e), "Default and Termination for Cause."
5. Once the termination is approved, services for Lot #2 and Lot #3 will be reassigned to the secondary vendor, BG Lawn Care Services, LLC, in accordance with Term #17 of the contract, which outlines Primary and Secondary Designation.

CONCLUSION

Although FDO is requesting a termination of contract, per #5, noted above, there will be no disruption in services.

Thank you for your review and consideration.

Approved,


Reginald Duren
Assistant County Administrator



Purchasing Department
50 South Military Trail, Suite 110
West Palm Beach, FL 33415-3199
(561) 616-6800
FAX: (561) 242-6744
www.pbc.gov/purchasing

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County Administrator

Verdenia C. Baker

February 27, 2025

L.V. Superior Landscaping, Inc.
21100 59th Lane N
Loxahatchee, FL 33470

Dear Vendor:

This letter is to notify L.V. Superior Landscaping, Inc. that Palm Beach County is electing to terminate contract #555626 for Grounds Maintenance, County Owned Parcels in accordance with Article #5 (e), ("Default and Termination for Cause") for failure to comply with the terms and conditions of the Contract, as more particularly described in the attached Vendor Performance Reports. Termination is effective March 7, 2025. All outstanding orders must be completed by March 7, 2025.

Sincerely,

**Melody Thelwell
Director**

**c: Tiffany Sanchez, Property & Real Estate Management Division
Amanda Ray, Facilities Development and Operations
File**

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VC*116964
lvsuperiorlandscaping@hotmail.com
(561)-439-8577

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