



Department Name

To: Kennie Hobbs, Jr., City Manager
From: Kentrea Dykes, Purchasing and Contracts Manager
RE: Authorization to Process Past-Due Invoices and Establish Temporary Service Continuation for Expired Contracts
Date: 01/20/2026

The following information has been prepared for your consideration:

I. REQUESTED ACTION

Approval of a resolution authorizing the City of Lauderhill to process past-due Invoices and establish temporary service continuation for expired contract with Unifirst Corporation, Paramount Power Inc., Green Thumb Lawn and Garden and The Shyft Group Upfit Services, Inc., D/B/A Strobes-R-Us.

II. SUMMARY AND HISTORY/BACKGROUND INFORMATION

The City piggybacked on a contract with Unifirst Corporation for uniform rental and laundering service which expired on June 2023. The vendor has submitted past-due invoices totaling \$10,000.00. Upon review, it was confirmed that a portion of these services were performed before the contract expiration, while additional services occurred after the contract had lapsed.

The City's contract with Paramount Power Inc., to provide generator maintenance and repairs to all fixed and portable generators owned by the City of Lauderhill, expired on October 2023. The vendor has submitted past-due invoices totaling \$134,172.00 for services which occurred after the contract had lapsed.

The City piggybacked on a contract between Gregory Tony, As Sheriff of Broward County, Florida and The Shyft Group Upfit Services, Inc., D/B/A Strobes-R-Us for Emergency Equipment for Vehicles, which expired in April 2018. The vendor has submitted past-due invoices totaling \$113,231.20 for services which occurred after the contract had lapsed.

The City's utilized the services of Green Thumb Lawn and Garden for maintenance/repair services due to the fact that Green Thumb Lawn and Garden was the provider of the equipment. The vendor has submitted past-due invoices totaling \$16,070.69 for services which occurred without an executed contract. The City now has an executed contract with Green Thumb Lawn and Garden.

These services are operationally essential for continuity of department/division functions, and any interruption may negatively impact City operations and service delivery. Procurement currently issued new solicitations for these services and are in the process of bid evaluations, which is expected to be concluded soon.

III. FINANCIAL IMPACT

Payment for services under these agreements will be made by the relevant Division, using the appropriate corresponding general ledger code on an as-needed basis.

IV. RECOMMENDATION/ACTION

Approval to:

1. Authorize payment of all invoices for services rendered before the contract expiration date.
2. Approve a ratification for services performed after the contract expired, and without a contract in the case of Green Thumb Lawn and Garden thus allowing Finance to process the past-due invoices.
3. Authorize execution of a short-term bridge or month-to-month agreement with Unifirst Corporation, Paramount Power Inc., and The Shyft Group Upfit Services, Inc., D/B/A Strobes-R-Us to maintain continuity of service while Procurement finalizes and establish new contracts.
4. Direct Procurement to expedite advertisement of the new RFP/RFQ to prevent further gaps in contractual coverage for services, where necessary.

V. ATTACHMENTS

1. Agenda Request Memo
2. Resolution