



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: Eustis City Commission

FROM: Tom Carrino, City Manager

DATE: January 16, 2025

RE: Resolution Number 25-10: Approval of Annual Purchase in Excess of \$100,000

Introduction:

The City Purchasing Ordinance requires that City Commission approve any purchase exceeding \$100,000. Resolution Number 25-10 authorizes an annual purchase in excess of \$100,000 for Professional mowing and grounds maintenance services.

Background:

In 2020, at the request of Eustis City Commission, the Eustis Purchasing Department advertised Bid #005-20 for mowing and grounds maintenance services to assist with the burden of maintaining all the properties within the City by providing a full range of grounds maintenance services to public parks, medians, soccer field, and other City of Eustis owned properties within the City limits. Helping Hand Lawncare, Inc. submitted the lowest bid and was awarded the contract. This contract is current until October 1, 2026.

Staff have a total approved budget in two funds of \$175,000 for fiscal year 2024-2025 for Mowing and Grounds Maintenance Services. Last year's final expenses for this service were \$140,000 and Staff is expecting this current year to be at least the same amount, if not more.

The City purchasing policies require that the Commission approve any purchase that exceeds \$100,000.

Recommended Action:

Staff recommends approval of this resolution.

Budget/Staff Impact:

The funds for the proposed purchases have been included in the approved Fiscal Year 2024/2025 budget.

Prepared By:

Sally Mayer – Administrative Supervisor, Public Utilities

Attachments:

Resolution Number 25-10