



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 7, 2026
Originating Department: Public Works
Agenda Title: Resolution 02-01-26 – Agreement (1st Renewal) – Sunset Celebration Portable Restroom Service – Porta Potty To Go

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$4,848.00 per month **Funding Source:** General Fund
Account Number: [600-48046] **Signature:** Barbara A. Gould

Advertised: _____ **Date:** _____ **Newspaper:** _____

Attachments: Resolution, Renewal Agreement, Original Agreement

Please initial one: _____
Yes, I have notified everyone.
Not applicable in this case

Summary Explanation/Background:

The Special Events Department recommends renewing the current agreement with Porta Potty To Go to provide portable restroom service for the Town's monthly Sunset Celebration events at Kelsey Park. The current one-year agreement expires on February 4, 2026, and the proposed renewal will be through December 31, 2026 in the amount of \$4,848.00 per event.

If approved, the Town Commission will accept Porta Potty To Go's agreement including all terms, conditions, and pricing contained in the existing agreement. The proposed renewal will be for one year with one additional one-year renewal option remaining available to the Town. The Town will not expend more than the amount within the approved budget as it may be adopted or amended each year for these goods and services over the term of the contract.

Note: Various documents related to the original competitive process RFP 122-2024 issued on November 25, 2024 are available for review from the Town Clerk's Office, including but not limited to the solicitation notice, scoring matrix, proposal documents, and advertisement as required.

Funding for this service is available within the current FY 2025-2026 Budget and will be presented for consideration in the proposed FY 2026-2027 Budget.

The proposed first renewal has been prepared by the Special Events Director and reviewed by the proposed vendor, Porta Potty To Go, the Finance Director and the Town Attorney.

The Town has previously worked with Porta Potty To Go and they have provided quality service for previous events.

Recommendation:

I move to approve Resolution 02-01-26 and the First Renewal Agreement with Porta Potty To Go to provided Portable Restroom Services during the upcoming Sunset Celebrations, in the amount of \$4,848.00 per event; and authorize the Mayor to execute the proposed Renewal Agreement.