



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Public Works

Agenda Title: Resolution No. 79-10-2025 – Annual Generator Maintenance & Service Agreement – Megawattage, LLC – \$6,640.06 Annually

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

Cost of Item: \$6,640.06

Account Number: Annually

Funding Source: Contractual Services

Finance

Signature: Barbara A. Gould

Advertised:

Date: N/A **Newspaper:** _____

Attachments: Resolution No. 79-10-2025

Agreement for Public Works Generator Annual Maintenance & Service – Megawattage, LLC

RFQ 122-2025 Megawattage, LLC submittal

Please initial one:

_____ Yes I have notified everyone

_____ Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified a need for a qualified and licensed contractor to provide comprehensive generator maintenance services for Town's three (3) town generators (various locations).

As a result, the Town issued a Request for Quotation (RFQ #122-2025 – August 12, 2025) in accordance with the Town's Procurement Policy. The intent of this RFQ was to select a qualified contractor to complete the work, including all labor, materials, and permits, for a two (2) year term with the option to renew for two (2) additional, one-year terms.

The proposed purchase follows the Town of Lake Park's Procurement Policy – Sec. 2-246, Thresholds for the procurement of goods and services. For goods and services with a value greater than \$10,000 but less than \$35,000, the Town Manager or designee shall electronically post on the Town's website a description of the goods and services being sought for at least seven (7) consecutive business days. The posted information shall include the scope of work, specifications for goods, and the response forms to be used by Offerors in response to the RFQ.

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk's Office, including RFQ #122-2025 and published addendums, as required.

Staff is recommending that the Town enter into an agreement with Megawattage, LLC, in the amount of \$6,640.06 annually. If approved, the Town Commission would accept Megawattage, LLC's approved pricing, including all terms, conditions and pricing therein. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Funding to support this project is available within the FY 2026 Budget – General Fund – Account #001-597-408-34000 – Contractual Services.

If approved, the agreement with Megawattage, LLC, will commence on October 8, 2025, through October 8, 2027.

The proposed Agreement was prepared by the Town's Public Works Director and reviewed by the proposed vendor, Megawattage, LLC, the Finance Director, and the Town Attorney.

The Town has previously worked with Megawattage previously and they have provided excellent service and a quality product.

Recommended Motion:

I move to authorize Resolution 79-10-2025 and approve an Annual Generator Maintenance & Service Agreement with Megawattage, LLC, in the amount of \$6,640.06 Annually; and authorize the Mayor to execute the proposed Agreement with Megawattage, LLC.