



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 4, 2026

Originating Department: Public Works

Agenda Title: Resolution 109-11-2026 – Amendment #2 (Renewal - Retroactive) – Marina Landscape Maintenance Services Agreement – Chris Wayne & Associates, Inc. – \$43,810

Agenda Category: Consent

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

Cost of Item: \$43,810.00 **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Resolution No. 109-11-2026

Amendment No. 2 – Marina Landscaping Maintenance Services with Chris Wayne & Associates, Inc.

Original Agreement, RFP No. 104-2022, and First Renewal (Resolution 67-09-25)

Please initial one:

_____ Yes, I have notified everyone.

JM Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified a need to renew the current agreement with Chris Wayne & Associates, Inc. to provide landscape maintenance services at the Lake Park Harbor Marina. The original three-year agreement began on October 1, 2022 and expired on September 30, 2025 and the first one-year renewal expired on September 30, 2026. The proposed second one-year renewal term, if approved, would be retroactive to begin on October 1, 2026 through September 30, 2027, at an annual cost of \$43,810.

Note: The Town awarded the original agreement under RFP No. 104-2022 for an initial three-year term of October 1, 2022, through September 30, 2025. Although the executed original agreement provided for a three (3) year term with no reference to renewal options, the Agreement incorporated the Town's RFP

and required scope and term for potential vendors to agree to provide. This RFP document actually provided to potential vendors that the term of the agreement, if selected would be for an initial three (3) year term with three (3) one-year renewal options. However, a scrivener's error has been identified that the additional three (3), one-year renewal options (which were included in the Town's RFP documents) was not incorporated within the original Agreement's term. Additionally, the Town Commission has previously approved a one-year renewal option to this agreement (Resolution 67-09-25 - September 17, 2025) without addressing this scrivener's error. Thus, the current first, one-year renewal agreement expired on September 30, 2026.

Public Works acknowledges this oversight and requests approval of the renewal retroactive to October 1, 2026 and an amendment to the agreement providing for the scrivener's error correction.. The contractor has continued providing services following expiration of the agreement and this proposed amendment will ensure that the Commission is properly aware of any concerns that may have occurred.

If approved, the Town Commission will accept Chris Wayne & Associates, Inc. approved terms, conditions and pricing therein. The proposed renewal would be for one (1) year and would provide one (1) additional, one-year renewal option 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 services over the contract term.

Note: Various documents related to the original competitive selection process (RFP 104-2022 – July 11, 2022) are either attached and/or available for review by contacting the Town Clerk's Office, including, but not limited to, the original Agreement, solicitation notice, RFP 104-2022 scoring matrix, proposal documents, addendums and advertisement, as required.

The proposed Amendment #2, if approved, will extend the agreement for one (1) additional year (retroactive from October 1, 2026 – September 30, 2027), under the exact pricing, terms, and conditions that have previously been approved.

Funding for the proposed renewal has been approved within the Fiscal Year 2027 Budget - Sanitation Fund.

The proposed 2nd Amendment to the current Agreement was prepared by the Public Works Director and reviewed by proposed vendor, Chris Wayne & Associates, the Marina Director, the Finance Director and the Town Attorney.

The Town has previously worked with Chris Wayne & Associates and they have provided reliable service and consistent performance.

RECOMMENDATION:

I move to approve Resolution 109-11-26 and authorize the 2nd Amendment (Renewal) to the Agreement for Landscape Maintenance Services at the Lake Park Harbor Marina Agreement with Chris Wayne & Associates, Inc., for one (1) additional year, in the amount of \$43,810; and authorize the Mayor to execute the proposed 2nd Amendment..