



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: February 5, 2025

Originating Department: Special Events

Agenda Title: Resolution _____ Authorizing and Directing The Mayor to
Execute the Agreement between the Town of Lake Park and Porta Potty
To Go for Sunset Celebration Portable Restroom Service

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

Cost of Item: \$43,632.00 **Funding Source:** Special Events Department Budget

Account Number: 600-48046 **Finance Signature:** _____

Advertised:

Date: November 25, 2024 **Newspaper:** Palm Beach Post

Attachments: Resolution, Agreement, Notice of Intent to Award, Copy of RFP No. 122-2024,
Copy of the proposal submitted by Porta Potty To Go

Please initial one:

X Yes I have notified everyone

____ Not applicable in this case

Summary Explanation/Background:

On Monday, November 25, 2024 the Town published its Legal Notice that the Town would be accepting sealed proposals for Sunset Celebration Portable Restroom Service Request for Proposals (RFP No. 122-2024) with a submittal deadline of Monday, December 30, 2024 at 2:00 PM Eastern Time. By that deadline, one proposal was submitted by Porta Potty To Go. No other proposals were submitted.

On December 30, 2024 at 2:00 PM Eastern Time, the above proposal was opened and read aloud in the Commission Chamber. The proposal submitted by this Proposer was determined to be responsive and met all of the requirements as stated in RFP No. 122-2024. However, the proposed costs were significantly higher than the budgeted funds for the portable restroom service.

Because the Town received less than two responsive proposals, we were able to negotiate the proposed costs under the best terms and conditions, as defined in § 287.057 (6), F.S. Thus, saving the Town \$590.00 per each monthly Sunset Celebration event.

A copy of the Agreement for Sunset Celebration Portable Restroom Service between the Town of Lake Park, Florida and Porta Potty To Go is attached as Exhibit A to the Resolution. Additionally, a copy of the Notice of Intent to Award, a copy of RFP No. 122-2024 and a copy of the proposal submitted by Porta Potty To Go are attached.

Based upon the review of the proposal submitted by Porta Potty To Go, staff recommends award of the Sunset Celebration Portable Restroom Service to Porta Potty To Go.

Recommended Motion: I move that the Mayor be authorized and directed to execute the Agreement with Porta Potty To Go for Sunset Celebration Portable Restroom Service pursuant to RFP No. 122-2024.