



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** April 15, 2026

**Originating Department:** Special Events  
Resolution 30-04-26 – Renewal Agreement (1st Amendment) - Sunset Celebration Portable Restroom Services (Various Locations) - Porta Potty To Go

**Agenda Title:** Potty To Go

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cost of Item:** \$0 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Advertised:**

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Resolution, 1<sup>st</sup> Amendment Renewal Agreement, 1<sup>st</sup> Renewal Agreement

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**Please initial one:**

    X     Yes, I have notified everyone.

\_\_\_\_\_ Not applicable in this case

**Summary Explanation/Background:**

The Town’s Special Events Department has identified a need to request to revise the current Agreement with Porta Potty To Go to provide portable restroom services for the Town’s monthly Sunset Celebration events, which may now be located at sites other than Kelsy Park.

Note: The Town Commission approved an extension of this Agreement with Porta Potty To Go on January 7, 2026, which is expected to expire on December 31, 2026.

If approved, the proposed amendment will provide Porta Potty To Go the opportunity to provide portable restroom services during Sunset Celebrations within other locations throughout the Town.

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

The proposed 1st Amendment to the Renewal Agreement has been prepared by the Special Events Director and reviewed by the vendor, Porta Potty To Go, the Finance Director, the CRA Administrator and the Town Attorney.

**Recommendation:**

I move to approve Resolution 30-04-26 and the 1st Amendment to the Renewal Agreement with Porta Potty To Go to provide Portable Restroom Services during Sunset Celebrations (various locations); and authorize the Mayor to execute the proposed 1st Amendment.