



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 20, 2026

Originating Department: Public Works

Agenda Title: Resolution 43-05-26 – Agreement (RFQ #116-2025) – Specialized Landscape Maintenance Services – Bert Bostrom Park – Chris Wayne and Associates, Inc. – \$58,800 annually (\$4,900.00 per month)

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

Cost of Item: \$58,800 **Funding Source:** Grounds Maintenance, Contractual Services

Account Number: 001-572-406-34000 **Finance Signature:** Barbara A. Gould

Advertised:

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

Attachments: Resolution 43-05-26

Agreement

Pricing and Schedule

Chris Wayne Bid Proposal

RFQ No. 116-2025 - Specialized Landscape Maintenance Services

Please initial one:

_____ Yes, I have notified everyone.

JM Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified the need to enter into a contract agreement with Chris Wayne and Associates, Inc. to provide specialized landscape maintenance services at Bert Bostrom Park.

As a result, the Town issued a Request for Qualifications (RFQ #116-2025 – July 22, 2025) in accordance with the Town’s Procurement Policy. The intent of this RFQ was to solicit competitive pricing from qualified vendors to provide specialized landscape services at Bert Bostrom Park following the recent improvements to the park, including the athletic field.

Note: If approved, the proposed Agreement would include specialized maintenance of the Bimini Bermuda turf areas and associated landscaped areas within the newly renovated Bert Bostrom Park, including mowing, fertilization, aeration, dethatching, topdressing, weed control, irrigation inspections, pest management, and related recurring landscape maintenance services.

The Town received the following responses to RFQ #116-2025:

- Chris Wayne and Associates, Inc. 437 points
- ValleyCrest Landscape Development, Inc. 434 points

Note: All proposals were evaluated in accordance with the criteria established in the advertised competitive solicitation documents, and upon completion of the evaluation, Chris Wayne and Associates, Inc. received the highest overall ranking.

Additionally, on September 3, 2025, the Town Commission accepted the Evaluation Committee's rankings for RFQ No. 116-2025, which included various service areas, including Bert Bostrom Park.

To ensure the lowest possible price, staff recommends the Town Commission consider approving an Agreement between the Town of Lake Park and Chris Wayne and Associates, Inc. for specialized landscape maintenance services at Bert Bostrom Park in the total annual amount of \$58,800 (\$4,900 per month). If approved, the Town Commission would accept Chris Wayne and Associates' 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.

The proposed purchase would follow the Town of Lake Park's Procurement Policy - Sec. 2-246—thresholds for the procurement of goods and services.

The town commission hereby establishes \$35,000 as the threshold at which a formal competitive solicitation process shall be used, unless otherwise provided for herein. A formal competitive solicitation process shall be employed for all invitations to bid, requests for proposals, requests for qualifications, or requests for information. When employing these formal competitive solicitations, the invitation or request shall be published such that it is available simultaneously to all Offerors and shall include the time and date for the town's receipt of bids, proposals, and replies. All formal competitive solicitations shall include provisions relating to compliance with the regulations of the Palm Beach County Office of Inspector General.

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 #116-2025 and published addenda, as required.

Funding to support this Agreement is available in the Town's Fiscal Year 2026 Budget – General Fund.

If approved, the initial three-year agreement will commence on May 25, 2026, and will terminate on May 25, 2029, with the option to renew for two (2) additional one-year terms.

The proposed Agreement was prepared by the Town's Public Works Director and reviewed by the proposed vendor, Chris Wayne and Associates, Inc., the Finance Director, the Special Events Director and

the Town Attorney.

The Town has previously worked with the proposed vendor and the vendor has provided a quality product and good customer service.

Recommended Motion:

I move to approve Resolution 43-05-26 and authorize the Town to enter into an Agreement with Chris Wayne and Associates, Inc. to provide Specialized Landscape Maintenance Services at Bert Bostrom Park, in the total annual amount of \$58,800 (\$4,900 per month); and authorize the Mayor to execute the proposed Agreement.