



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 5, 2025

Originating Department: Public Works

Agenda Title: Resolution 91-11-25 - Agreement - Medium & Heavy Truck Washing Services – FW Fleet Clean, LLC – \$13,000

Agenda Category (i.e., Consent, New Business, etc.): Consent

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

Cost of Item: \$13,000.00 **Funding Source:** Contractual Services

Account Number: 404-534-404-34000 **Finance Signature:** Barbara A. Gould

Advertised:

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

Attachments: Resolution 91-11-25

Agreement for Medium and Heavy Truck Washing Services – FW Fleet Clean, LLC

Quote-42318 - FW Fleet Clean, LLC

RFQ 127-2025 Medium and Heavy Truck Washing Services

Please initial one:

_____ Yes I have notified everyone.

DB Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified the need to secure a qualified vendor to provide on-site medium and heavy-duty truck washing services for fifteen (15) Town vehicles.

As a result, the Town issued a Request for Quotation (RFQ) for Medium and Heavy Truck Washing Services (RFQ #127-2025 - September 15, 2025) in accordance with the Town's Procurement Policy. This RFQ is intended to select a contractor to provide all labor, materials, and equipment necessary to perform the work for a one-year term, with the option of two (2) additional one-year renewals.

The proposed purchase would follow the Town of Lake Park's Procurement Policy - Sec. 2-246—

thresholds for the procurement of goods and services.

1. 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 request for quotation (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 #127-2025 and published addenda, as required.

To ensure the lowest possible price, staff is recommending that the Town enter into a one (1) year agreement with two additional one-year extensions with FW Fleet Clean, LLC, in the annual amount of \$13,000. If approved, the Town Commission would accept FW Fleet Clean, 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 these services is available with the FY 2026 Budget - Sanitation Fund (Account No. 404-534-404-34000, Contractual Services).

If approved, the new vendor is expected to begin providing services from October 22, 2025, through October 22, 2026.

The proposed Agreement has been prepared by the Public Works Director and reviewed by the proposed vendor, FW Fleet Clean, LLC, the Finance Director, and the Town Attorney.

The Town has previously worked with the proposed vendor, and they have consistently provided a high-quality product and excellent customer service.

Recommended Motion:

I move to approve Resolution 91-11-25 and authorize a Medium and Heavy Truck Washing Services Agreement with FW Fleet Clean, LLC, in the amount of \$13,000 annually; and authorize the Mayor to execute the proposed Agreement.