



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: November 19, 2025

Originating Department: Public Works

Agenda Title: Resolution 92-11-25 – Kelsey Park Pro-Shop Windows and Doors Replacement – Mueller Construction & Management Company – \$23,418.95

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

Cost of Item: \$23,418.95 **Funding Source:** PBC Discretionary Surtax Projects

Account Number: 301-521-301-001-408-597 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: RFQ No. 129-2025

Resolution

Agreement

Vendor's Proposal / RFQ Response

Proof of License and Insurance

Please initial one:

 X Yes, I have notified everyone.

 Not applicable in this case

Summary Explanation/Background:

The Public Works Department has identified the need to replace the existing windows and doors at the Kelsey Park Pro-Shop to meet current hurricane-impact standards and improve energy efficiency and safety for Town staff and park visitors.

As a result, the Town issued a Request for Quotation (RFQ) for professional construction services (RFQ #129-2025) on October 06, 2025, in accordance with the Town's Procurement Policy. The intent of this RFQ is to select a qualified contractor to complete all work (i.e., labor,

materials, permitting, construction/restoration, etc.) to replace the existing windows and doors at the Kelsey Park Pro-Shop, in accordance with Florida Building Code standards.

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 129-2025 and published addenda, as required.

To ensure the lowest possible price, staff recommends that the Town enter into an agreement with Mueller Construction & Management Company in the amount of \$23,418.95.

If approved, the Town Commission would accept Mueller Construction & Management Company's approved proposal, 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 this project is available within the FY 2026 budget under the Special Projects – Discretionary Surtax Fund.

The proposed Agreement was prepared by the Town's Public Works Director and reviewed by the proposed vendor, Mueller Construction & Management Company, the Special Events Director, the Finance Director and the Town Attorney.

The Town has not previously contracted with Mueller Construction & Management Company; however, reference checks with governmental entities listed in the firm's proposal confirmed a positive performance history and satisfactory customer service.

Recommendation:

I move to approve Resolution 92-11-25 and authorize an Agreement with Mueller Construction & Management Company, in the amount of \$23,418.95; and authorize the Mayor to execute the proposed Agreement.