



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: December 17, 2025

Originating Department: Public Works

Agenda Title: Resolution 99-12-25 Purchase of 32' Dovetail Equipment Trailer – Right Trailers, Inc. – \$23,044.40

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

Cost of Item: \$23,044.40 **Funding Source:** Machinery & Equipment

Account Number: 402-538-402-001-408-597 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: RFQ No. 133-2025

RJ Trailers Quote

Warranty Information

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 purchase a new 32-foot dovetail equipment trailer to support Stormwater operations, including transporting heavy machinery for ongoing maintenance, emergency response, and infrastructure protection.

As a result, the Town issued a Request for Quotation (RFQ No. 133-2025 – October 29, 2025) in accordance with the Town's Procurement Policy. The intent of this RFQ was to solicit competitive pricing from qualified vendors to provide one 32' dovetail equipment trailer with a 30,000-pound load capacity.

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 133-2025 and published addendums, as required.

To ensure the lowest possible price, staff recommends that the Town purchase the trailer from Right Trailers, Inc., for the amount of \$23,044.40. If approved, the Town Commission would accept Right Trailers, Inc.'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 this purchase is available within the FY 2026 Budget – Stormwater Fund (available balance: \$108,670.00). This funding is generally provided through the Town's stormwater non-ad valorem assessment revenues.

The proposed purchase of the trailer, if approved, is expected to be delivered within sixty (60) days after execution of the Agreement and is covered under a one-year Manufacturer's Limited Warranty, which includes protection against defects in materials and workmanship for twelve (12) months from the date of delivery.

The proposed Agreement was prepared by the Public Works Department, in coordination with the Finance Director and the Town Attorney, and has been reviewed and accepted by the proposed vendor, Right Trailers, Inc.

Recommendation:

I move to approve Resolution 99-12-25 and authorize the purchase of the 32' dovetail equipment trailer from Right Trailers, Inc., in the amount of \$23,044.40; and authorize the Mayor to execute the associated purchase documents.