



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** December 17, 2025

**Originating Department:** Public Works

**Agenda Title:** Resolution 105-12-25 – Purchase Quick View Video Inspection Pole Camera – Environmental Products Group, Inc. – \$19,500

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

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**Cost of Item:** \$19,500.00 **Funding Source:** Machinery & Equipment

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

**Advertised:** \_\_\_\_\_

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

**Attachments:** RFQ No. 131-2025

Environmental Products Group Quote

Warranty Information

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**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 Quick View Video Inspection Pole Camera to support stormwater infrastructure inspections, pipeline condition assessments and routine preventive maintenance activities. This camera system will enhance the Town's ability to identify blockages, illicit discharges, culvert deterioration and structural defects without requiring full confined-space entry or extensive excavation.

As a result, the Town issued a Request for Quotation (RFQ No. 131-2025 - October 21, 2025) in accordance with the Town's Procurement Policy. The intent of this RFQ is to solicit competitive pricing from qualified vendors to provide one (1) Quick View Video Inspection Pole Camera that meets the Town's operational and technical requirements.

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 131-2025 and published addendums, as required.

To ensure the lowest possible price, staff recommends that the Town purchase the equipment from Environmental Products Group, Inc. (EPG), for \$19,500. If approved, the Town Commission would accept EPG'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 (with an available balance of \$108,670). This funding is generally provided through the Town's stormwater non-ad valorem assessment revenues.

The proposed purchase of the pole camera, if approved, is expected to be delivered within thirty (30) 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 purchase has been reviewed by the Public Works Director, the Stormwater Infrastructure Foreman, the Finance Director and the Town Attorney.

**Recommendation:**

I move to approve Resolution 105-12-25 and authorize the purchase of the Quick View Video Inspection Pole Camera from Environmental Products Group, Inc., in the amount of \$19,500; and authorize the Mayor to execute the associated purchasing documents.