



Lake Park Town Commission, Florida
Special Called Community Redevelopment Agency
Meeting Agenda

Wednesday, October 22, 2025 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Roger Michaud	—	Chair
Michael Hensley	—	Vice Chair
John Linden	—	Agency Member
Michael O'Rourke	—	Agency Member
Judith Thomas	—	Agency Member
Vacant	—	Agency Member
Vacant	—	Agency Member
Richard J. Reade	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, MMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

CONSENT AGENDA:

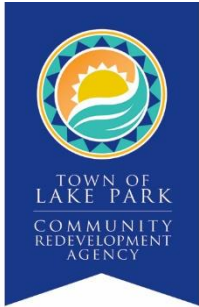
- [1.](#) Resolution No. 82-10-2025 – First Renewal Amendment – Holiday Lighting and Decorating Services – Brandano Displays, Inc.
- [2.](#) Minutes - Special Called CRA Meeting - October 8, 2025

CRA ADMINISTRATOR/EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:

AGENCY MEMBER REQUESTS:

ADJOURNMENT:

FUTURE MEETING DATE: The next scheduled Community Redevelopment Agency Meeting will be conducted on November 5, 2025.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 22, 2025
Originating Department: Public Works
Agenda Title: Resolution No. 82-10-2025 – First Renewal Amendment – Holiday Lighting and Decorating Services – Brandano Displays, Inc.

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

Cost of Item: \$29,823.00 **Funding Source:** Seasonal Rentals
Account Number: 110-552-520-48102 **Finance Signature:** Barbara A. Gould

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

Attachments: Resolution No.82-10-2025
First Renewal Amendment to the Agreement
Resolution No. 68-10-22 - Original Agreement

Please initial one:
 _____ Yes I have notified everyone
 _____ Not applicable in this case

Summary Explanation/Background:

The Lake Park Community Redevelopment Agency (CRA) Executive Director has identified a need to renew the current agreement with Brandano Displays, Inc. to provide holiday lighting and decorating services along Park Avenue throughout the month of December 2025 to the CRA. The current three (3) year agreement (RFP 116-2023) began on October 5, 2022 expired on October 5, 2025. The proposed first, one year renewal term, if approved, would be effective beginning (backdated to October 5, 2025 through October 5, 2026, at an annual cost of \$29,823. One (1), one-year renewal will be remaining.

If approved, the Town Commission will accept Brandano Displays, Inc.'s pricing, of \$29,823, which is no increase over the prior year, including all terms, conditions and pricing therein. The proposed renewal will be for one year(s) with one additional one-year renewal option(s) remaining available to the Town. The Town will not expend more than the amount within the approved budget as it may be adopted or amended each year for these goods and services over the term of the contract.

Note: Various documents related to the original competitive process (RFP 116-2023) are available for review by contacting the Town Clerk's Office, including but not limited to the solicitation notice, RFP #106-2023, scoring matrix, proposal documents and advertisement, as required.

Funding for this service (\$29,823) is available within the current FY 2026 Budget – CRA. The proposed costs include:

- 26' Holiday Tree: \$16,923
- Menorah: \$1,200
- Kinara: \$1,200
- LED Displays: \$9,450
- LED Pole Wraps: \$1,050
-

The proposed 1st Amendment to the current Agreement was prepared by the Public Works Director and reviewed by the proposed vendor, Brandano Displays, Inc., the CRA Administrator, the Finance Director, and the Town Attorney.

The CRA has previously worked with Brandano Displays, Inc., and they have provided quality service and good customer support.

Recommended Motion:

I move to approve Resolution 82-10-2025 and the 1st renewal of the Holiday Lighting and Decorating Services Agreement with Brandano Displays in the amount of \$29,823; and authorize the CRA Chair to execute the proposed Renewal Amendment.

RESOLUTION NO. 82-10-2025

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING AND DIRECTING ITS CHAIRMAN TO EXECUTE THE FIRST RENEWAL AMENDMENT TO THE AGREEMENT WITH BRANDANO DISPLAYS, INC., FOR THE PROVISION OF HOLIDAY LIGHTING AND DECORATING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Lake Park Community Redevelopment Agency ("CRA") is a dependent special district of the Town of Lake Park, Florida with such powers and authority as are set forth in Chapter 163, Part III, Florida Statutes; and

WHEREAS, the CRA's area encompasses Park Avenue, the Town of Lake Park's historic main street and its neighborhood-serving retail, food and beverage establishments and industrial uses; and

WHEREAS, the Lake Park Community Redevelopment Agency ("CRA") entered into a three-year term agreement with Brandano Displays, Inc. on October 5, 2022 to provide Holiday Lighting and Decorating Services; and

WHEREAS, the original agreement includes two optional one-year renewal terms; and

WHEREAS, the CRA finds it in its best interest to exercise the first one-year renewal option under the same terms and conditions with an annual cost of \$29,823.00; and

WHEREAS, the Contractor has agreed to continue providing the services as specified under the original agreement for an additional year commencing retroactively October 5, 2025; and

WHEREAS, the CRA desires to formally approve the First Renewal Amendment to the Agreement retroactively effective October 5, 2025 to ensure continuity of services, preserve contractual authority, and maintain compliance with procurement standards;

NOW, THEREFORE, BE IT RESOLVED BY LAKE PARK COMMUNITY REDEVELOPMENT AGENCY BOARD OF THE TOWN OF LAKE PARK, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein.

Section 2. The CRA Board of Directors hereby authorizes and directs the Chairman of the CRA to execute the First Renewal Amendment to the Agreement with Brandano Displays, Inc., attached hereto as Exhibit A.

Section 3. This Resolution shall take effect immediately upon adoption.

FIRST RENEWAL AMENDMENT TO THE AGREEMENT FOR THE PROVISION OF HOLIDAY LIGHTING AND DECORATING SERVICES

THIS FIRST RENEWAL AMENDMENT TO THE AGREEMENT (the "Agreement") is made and entered into this 5 day of October, 2025, by and between the CRA of Lake Park, a municipal corporation of the State of Florida, 535 Park Avenue, Lake Park, Florida 33403 ("CRA"), and Brandano Displays, Inc., 1473 Banks Road, Margate, Florida 33063 ("Contractor").

WITNESSETH THAT

WHEREAS, the Lake Park Community Redevelopment Agency ("CRA") is a dependent special district of the CRA of Lake Park, Florida with such powers and authority as are set forth in Chapter 163, Part III, Florida Statutes; and

WHEREAS, the CRA is empowered to enter into contracts with private corporations for services; and

WHEREAS, on October 5, 2022, the CRA entered into an agreement with Contractor for Holiday Lighting and Decorating Services ("Original Agreement"); and

WHEREAS, Section 2 of the Original Agreement provides the CRA with the option to renew the Agreement for two additional one-year terms; and

WHEREAS, the Original Agreement expired on October 5, 2025, and the renewal is retroactive; and

WHEREAS, the Contractor has continued to perform all services without interruption and in good faith under the terms of the Original Agreement; and

WHEREAS, the CRA desires to exercise the first one-year renewal option under the same terms, pricing, and conditions as set forth in the Original Agreement;

NOW THEREFORE, the CRA and the Contractor, in consideration of the benefits flowing from each to the other, do hereby agree as follows:

Recitals – The above recitals are true and correct and are incorporated herein.

Term Extension – The Agreement is hereby renewed for one-year, retroactively effective from October 5, 2025, through October 5, 2026.

Compensation – The annual cost for services during this renewal term shall remain \$29,823.00, consistent with the terms of the Original Agreement.

Public Records Compliance – The Contractor shall comply with Florida's Public Records Law as outlined in Chapter 119, Florida Statutes.

No Further Modifications – All other terms and conditions of the Original Agreement not modified herein remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year last executed below.

CRA OF LAKE PARK

By: _____

Name: _____

Title: _____

Date: _____

Brandano Displays, Inc.

By:  _____

Name: Patrick J. Brandano

Title: Vice President

Date: 10/8/25

RESOLUTION NO. 68-10-22**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING AND DIRECTING ITS CHAIRMAN TO EXECUTE AN AGREEMENT WITH BRANDANO DISPLAYS, INC., TO PROVIDE HOLIDAY LIGHTING AND DECORATING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Lake Park Community Redevelopment Agency (CRA) is a dependent special district of the Town of Lake Park; and

WHEREAS, the CRA has such powers and authority as are set forth in Chapter 163, Part III, Florida Statutes; and

WHEREAS, the CRA's area encompasses Park Avenue, the Town of Lake Park's historic main street and its neighborhood-serving retail, food and beverage establishments and industrial uses; and

WHEREAS, the CRA is authorized to enter into contracts for the provision of goods and/or services, and requires a contractor to provide holiday lighting and decorating services; and

WHEREAS, the CRA solicited via Request for Proposal (RFP) No. 106-2022 qualified firms to provide Holiday Lighting and Decorating Services (the Services); and

WHEREAS, Brandano Displays, Inc. (hereinafter the Contractor), represented in its bid that it is qualified, able, and willing to provide the CRA with the Services; and

WHEREAS, the Contractor's bid was determined by the CRA staff to be a responsive and responsible bid to the requirements in the RFP; and

WHEREAS, the Contractor and CRA desire to enter into an agreement for the provision of the Services, as specified in RFP No. 106-2022; and

WHEREAS, the CRA's Executive Director has recommended that the CRA enter into an agreement with the Contractor, for the Services

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE PARK COMMUNITY REDEVELOPMENT AGENCY BOARD OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS:

Section 1. The whereas clauses are hereby incorporated herein.

Section 2. The CRA Board of Directors hereby authorizes and directs the Chairman of the CRA to execute a contract with Brandano Displays, Inc., for the provision of holiday lighting and decorating services to the CRA, a copy of which is attached hereto and incorporated herein as **Exhibit A.**

Section 3. This Resolution shall take effect immediately upon its execution.

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The foregoing Resolution was offered by Vice-Chair Glas-Castro who moved its adoption. The motion was seconded by Board Member Taylor and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
CHAIR MICHAEL O'ROURKE	<u>/</u>	<u> </u>
VICE-CHAIR KIMBERLY GLAS-CASTRO	<u>/</u>	<u> </u>
BOARD MEMBER JOHN LINDEN	<u>/</u>	<u> </u>
BOARD MEMBER ROGER MICHAUD	<u>/</u>	<u> </u>
BOARD MEMBER HENRY STARK	<u>/</u>	<u> </u>
BOARD MEMBER MARY BETH TAYLOR	<u>/</u>	<u> </u>

The Community Redevelopment Agency thereupon declared the foregoing Resolution 68-10-22 duly passed and adopted this 5 day of October, 2022.

TOWN OF LAKE PARK, FLORIDA

BY: 
MICHAEL O'ROURKE
CHAIR

ATTEST:


VIVIAN MENDEZ
AGENCY CLERK
(TOWN SEAL)
SEAL
TOWN OF LAKE PARK
FLORIDA

Approved as to form and legal sufficiency:

BY: 
THOMAS J. BAIRD
AGENCY ATTORNEY

**AGREEMENT FOR THE PROVISION OF HOLIDAY LIGHTING AND
DECORATING SERVICES.**

THIS AGREEMENT FOR THE PROVISION OF HOLIDAY LIGHTING AND DECORATING SERVICES (AGREEMENT) is made and entered into this 5 day of October, 2022, by and between the Town of Lake Park Community Redevelopment Agency, a dependent special district of the Town of Lake Park, 535 Park Avenue, Lake Park, Florida, 33403 ("CRA" or "Agency") and Brandano Displays, Inc., 1473 Banks Road, Margate, Florida 33063 ("Contractor").

WITNESSETH THAT:

WHEREAS, the Town of Lake Park Community Redevelopment Agency (CRA) is a dependent special district of the Town of Lake Park (Town); and

WHEREAS, the CRA has such powers and authority as are set forth in Chapter 163, Part III, Florida Statutes; and

WHEREAS, the CRA's area encompasses Park Avenue, the Town of Lake Park's historic main street and its neighborhood-serving retail, food and beverage establishments and industrial uses; and

WHEREAS, the CRA is authorized to enter into contracts for the provision of goods and/or services; and

WHEREAS, the CRA solicited via Request for Proposal (RFP) No. 106-2022 qualified firms to provide Holiday Lighting and Decorating Services (the Services); and

WHEREAS, Brandano Displays, Inc. (hereinafter "the Contractor"), in its bid represented that it is qualified, able, and willing to provide the CRA with the Services; and

WHEREAS, the Contractor's bid was determined by the CRA staff to be responsive and responsible to all requirements in the RFP; and

WHEREAS, the Contractor and CRA desire to enter into the Agreement whereby the Contractor is to provide the Services, as specified in RFP No. 106-2022; and

WHEREAS, the CRA's Executive Director has recommended that it is in the best interest of the CRA to enter into the Agreement with the Contractor, for the Services.

NOW, THEREFORE, the CRA and the Contractor in consideration of the benefits flowing from each to the other do hereby agree as follows:

1. The above stated recitals are true and correct, and are incorporated herein.

2. TERM

This Agreement shall begin as of the date of execution and continue for a three-year period, unless otherwise terminated as provided herein. The cost for the provision of the services shall be \$33,938.00 in Year 1 and \$29,823.00 each for Years 2 and 3 of the Agreement.

The CRA shall have the option of extending the Agreement for two additional one-year periods at the pricing, terms and conditions agreed upon herein. Such extension shall be in the form of a written amendment to the Agreement executed by both parties.

3. COST OF SERVICES

The CRA acknowledges the fluctuating nature of prices. Therefore, on each annual anniversary date of the Agreement, the unit prices may be adjusted upward based on Consumer Price Indices mutually agreed upon. The value of the adjustment will be determined by the CRA.

4. LAWS AND REGULATIONS

The Contractor shall comply with all laws and regulations applicable to provide the goods or services specified in this solicitation. The Contractor shall be familiar with all federal, state, and local laws that may affect the goods and/or services offered

5. LICENSES, PERMITS AND FEES

The Contractor shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations, and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the CRA or a Contractor for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by the Contractor.

6. SUBCONTRACTING

The Contractor shall not subcontract any portion of the work required by this Agreement without the prior written consent of the CRA. Subcontracting without the prior consent of the CRA shall constitute a material breach of the Agreement and may result in termination of the Agreement for default.

7. ASSIGNMENT

The Contractor shall not assign, transfer, hypothecate, or otherwise dispose of this Agreement, including any rights, title, or interest therein, or its power to execute this Agreement to any person, company, or corporation without the prior written consent of the CRA. Assignment without the prior consent of the CRA may result in termination of the Agreement for default.

8. RESPONSIBILITIES AS EMPLOYER

The employee(s) of the Contractor shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the CRA. The Contractor shall provide physically competent employee(s) capable of performing the work as required. The CRA may require the Contractor to remove any employee it deems unacceptable. All employees of the Contractor shall wear proper identification.

It is the Contractor's responsibility to ensure that all its employees and subcontractors comply with the employment regulations required by the US Department of Homeland Security. The CRA shall have no responsibility to check or verify the legal immigration status of any employee of the Contractor.

9. INDEMNIFICATION and INSURANCE

The Contractor shall indemnify and hold harmless the CRA and its officers, employees, agents, and instrumentalities from any and all liability, losses, or damages, including attorney's fees and costs of defense, which the CRA or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance of the Agreement by the Contractor or its employees, agents, servants, partners, principals, or subcontractors. The Contractor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the CRA, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the CRA or its officers, employees, agents, and instrumentalities as herein provided.

The selected Contractor shall not commence any performance pursuant to the terms of this RFP until certification or proof of insurance has been received and approved by the CRA's Risk Coordinator or designee.

The required insurance coverage is to be issued by an insurance company authorized, licensed, and registered to do business in the state of Florida, with a minimum rating of B+ or better, in accordance with the latest edition of A.M. Best's Insurance Guide. This

insurance shall be documented in certificates of insurance which provides that the CRA shall be notified at least 30 days in advance of cancellation, non-renewal, or adverse change. The receipt of certificates or other documentation of insurance or policies or copies of policies by the CRA or by any of its representatives, which indicate less coverage than is required, does not constitute a waiver of the selected Contractor's obligation to fulfill the insurance requirements herein. Deductibles must be acceptable to the CRA.

The selected Contractor must submit a current Certificate of Insurance, naming the CRA as an additional insured and listed as such on the insurance certificate. New certificates of insurance are to be provided to the CRA upon expiration.

The selected Contractor shall provide insurance coverage as follows:

- a. WORKERS' COMPENSATION INSURANCE in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than (\$100,000 for each accident, not less than \$100,000 for each disease, and not less than \$500,000 aggregate.
- b. GENERAL LIABILITY INSURANCE with each occurrence limits of not less than \$1,000,000.
- c. PROFESSIONAL LIABILITY INSURANCE with limits of not less than \$1,000,000 annual aggregate.
- d. HIRED AND NON-HIRED VEHICLES with limits of not less than \$500,000 per claim.

10. MODIFICATION OF AGREEMENT

The Agreement may be modified by mutual consent, in writing, through the issuance of a modification to the contract, a supplemental agreement, purchase order, or change order, as appropriate.

11. TERMINATION FOR CONVENIENCE

The CRA, at its sole discretion, reserves the right to terminate this Agreement with or without cause immediately upon providing written notice to the Contractor. Upon receipt of such notice, the Contractor shall not do anything to incur any additional costs under the Agreement. The CRA shall be liable only for reasonable costs incurred by the awarded Contractor prior to the date of the notice of termination. The CRA shall be the sole judge of "reasonable costs."

12. TERMINATION FOR DEFAULT

Either party may terminate this Agreement for the failure to perform in accordance with the terms and conditions stated herein by providing written notice of such failure or default and by specifying a reasonable time period within which the default may be cured. The failure to timely cure any default shall serve to automatically terminate the Agreement.

The CRA further reserves the right to suspend or debar the awarded Contractor in accordance with the appropriate CRA ordinances, resolutions, and/or

13. ACCESS AND AUDIT OF RECORDS

The CRA reserves the right to require the Contractor to submit to an audit by an auditor of the CRA's choosing at the Contractor's expense. The Contractor shall provide access to all of its records, which relate directly or indirectly to this contract, at its place of business during regular business hours.

The Contractor shall retain all records pertaining to this contract, and upon request, make them available to the CRA for three (3) years following expiration of the contract. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the CRA to ensure compliance with applicable accounting and financial standards.

14. OFFICE OF THE INSPECTOR GENERAL

Palm Beach County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed CRA programs, contracts, transactions, accounts and records. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records, and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all CRA contracts.

15. BINDING EFFECT

All of the terms and provisions of this Agreement, whether so expressed or not, shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective legal representatives, successors, and permitted assigns.

16. SEVERABILITY

If any part of this Agreement is contrary to, prohibited by, or deemed invalid under applicable law or regulation, such provision shall be inapplicable and deemed omitted to the extent so contrary, prohibited, or invalid, but the remainder hereof shall not be invalidated thereby and shall be given full force and effect so far as possible.

17. GOVERNING LAW AND VENUE

Any Agreement arising from this solicitation and all transactions contemplated by this agreement shall be governed by and enforced in accordance with the laws of the State of Florida without regard to any contrary conflicts of law principle. Venue of all proceedings in connection herewith shall lie exclusively in Palm Beach County, Florida, and each party hereby waives whatever its respective rights may have been in the selection of venue.

18. ATTORNEY'S FEES

If either party is required to initiate a legal action, including appeals, to enforce this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs.

19. EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION

The CRA of Lake Park complies with all laws of prohibiting discrimination on the basis of age, race, gender, religion, creed, political affiliation, sexual orientation, physical or mental disability, color or national origin, and therefore is committed to assuring equal opportunity in the award of contracts and encourages small, local, minority and female-owned businesses to participate.

During the performance of this Agreement, Contractor agrees it will not discriminate or permit discrimination in its hiring practices or in its performance of the Agreement. The Contractor shall strictly adhere to the equal employment opportunity requirements and any applicable requirements established by the State of Florida, Palm Beach County and the federal government.

The Contractor further acknowledges and agrees to provide the CRA with all information and documentation that may be requested by the CRA from time to time regarding the Solicitation, selection, treatment, and payment of subcontractors, suppliers, and vendors in connection with this contract.

20. MINIMUM WAGE REQUIREMENTS

The Contractor shall comply with all minimum wage requirements, such as Living Wage requirements, minimum wages based on Federal Law, minimum wages based on the Davis-Bacon Act, and the provisions of any other employment laws, as may be applicable to this contract.

21. PUBLIC RECORDS

The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

- a. Keep and maintain public records required by the Town to perform the service.
- b. Upon the request of the Town's custodian of public records, provided the town with such public records within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes.
- c. Ensure that any public records that are exempt or confidential from public records disclosure are not disclosed except as authorized by law for the duration of the term of this Agreement, and following completion of this Agreement if the Contactor/Vendor does not transfer the records which are part of this Agreement to the Town.
- d. Upon the completion of the term of the Agreement, transfer, at no cost, to the Town all public records in possession of the Contactor/Vendor; or keep and maintain the public records associated with the services provided for in the Agreement. If the Contactor/Vendor transfers all public records to the Town upon completion of the term of the Agreement, the Consultant/Vendor shall destroy any duplicate public records that are exempt of confidential from public records disclosure. If the Contractor/Vendor keeps and maintains public records upon completion of the term of the Agreement, the Contractor/Vendor shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request from the Towns custodian of public records, in a format that is compatible with the information technology systems of the Town.
- e. IF THE CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119,

FLORIDA STATUTES, ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THE CONTACTOR/VENDOR SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: TOWN CLERK, 535 Park Avenue, Lake Park, Florida 33403, 561-881-3311, townclerk@lakeparkflorida.gov.

22. CONFLICTS OF INTEREST

All Contractors must disclose within their Proposal the name of any officer, director, or agent who is also an employee of the CRA of Lake Park. Further, all Contractors must disclose the name of any CRA employee who has any interest, financial or otherwise, direct or indirect, of five percent (5%) or more in the Contractors' firm or any of its branches. Failure to disclose any such affiliation will result in disqualification of the Contractor from this Solicitation and may be grounds for further disqualification from participating in any future Solicitations with the CRA.

23. PUBLIC ENTITY CRIMES

As provided in Section 287.133(2) (a), Florida Statutes, a person or affiliate who has been placed on the convicted vendors list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases of real property to a public entity; may not be successful or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity.

24. OTHER GOVERNMENTAL AGENCIES

If a Contractor is successfully awarded a contract as a result of this Solicitation, the Contractor shall allow other governmental agencies to access this contract and purchase the goods and services under the terms and conditions at the prices awarded.

25. COMPLETION OF WORK AND DELIVERY

All work shall be performed and all deliveries made in accordance with good commercial practice. The work schedule and completion dates shall be presented to the CRA, and adhered to by the Contractor, except in such cases where the completion date will be

delayed due to acts of nature, force majeure, strikes or other causes beyond the control of the Contractor.

26. FAILURE TO DELIVER OR COMPLETE WORK

Should the Contractor fail to deliver or complete the work within the time stated in the contract, it is hereby agreed and understood that the CRA reserves the authority to cancel the contract with the Contractor and secure the services of another vendor to purchase the items or complete the work.

If the CRA exercises this authority, the CRA shall be responsible for reimbursing the Contractor for work that was completed, and items delivered and accepted by the CRA in accordance with the contract specifications. The CRA may, at its option, demand payment from the Contractor, through an invoice or credit memo, for any additional costs over and beyond the original contract price that were incurred by the CRA as a result of having to secure the services of another vendor.

27. CORRECTING DEFECTS

The Contractor shall be responsible for promptly correcting any deficiency, at no cost to the CRA, within three (3) calendar days after the CRA notifies the Contractor of such deficiency in writing. If the Contractor fails to correct the defect, the CRA may (a) place the Contractor in default of its contract; and/or (b) procure the products or services from another source and charge the Contractor for any additional costs that are incurred by the CRA for this work or items, either through a credit memorandum or through invoicing.

28. ACCIDENT PREVENTION AND SAFETY

Precautions shall be exercised at all times for the protection of persons and property. All Contractors performing services or delivering goods under this contract shall conform to all relevant OSHA, State, and CRA regulations during the course of such effort. Any fines levied by the above-mentioned authorities for failure to comply with these requirements shall be borne solely by the Contractor. Barricades or other safety devices shall be provided by the Contractor when work is performed in areas traversed by persons, or when deemed necessary by the CRA.

IN WITNESS WHEREOF, the parties hereto have made and execute this Agreement as of the day and year last execute below.

ATTEST:

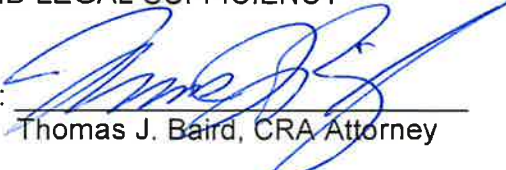
By: 
Vivian Mendez, CRA Clerk

TOWN OF LAKE PARK
SEAL
FLORIDA

TOWN OF LAKE PARK

By: 
Michael O'Rourke, Chairman

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

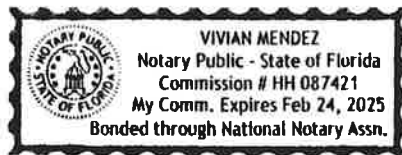
By: 
Thomas J. Baird, CRA Attorney

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument has been acknowledged before me this 5 day of October 2022 by Michael O'Rourke, Chairman of the Town of Lake Park CRA, and who is personally known to me.

(NOTARY SEAL)




Notary Public, State of Florida

WITNESSES:

Brandano Displays, Inc.:

By: Diane Chivaro

Printed Name

By: Its: Vice PresidentPatrick J. Brandano

Printed

Theresa Wood

Printed Name

STATE OF FLORIDA

COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of X physical presence or ___ online notarization, this (date) SEPTEMBER 23, 2022 by (name of officer or agent) PATRICK J. BRANDANO, (title of officer or agent) OFFICER of Brandano Displays, Inc., a State of Florida corporation, on behalf of the corporation. He/she is personally known to me or has produced (type of identification) _____ as identification.

[Notary Seal]


(Signature of person taking acknowledgment)CRISTINA M. CURRY
(Name typed, printed or stamped)

P:\DOCS\26508\00003\DOC\26R8795.DOCX

EXHIBIT B - FORMS

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

List below the dates of issue for each addendum received in connection with this Solicitation:

Addendum #1, Dated August 17, 2022

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

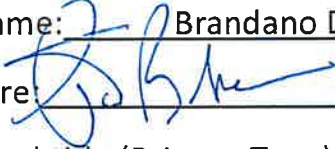
Addendum #8, Dated _____

Addendum #9, Dated _____

Addendum #10, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

Firm Name: Brandano Displays, Inc.Signature: Name and title (Print or Type): Patrick J. Brandano, Vice PresidentDate: 08/30/2022

BID SUBMITTAL SIGNATURE PAGE

CRA Holiday Lighting and Decorating Services
RFP No. 106-2022

Instructions: This form constitutes item 'b' of Part I. Include this form, along with all other forms identified below in your response to this RFP.

In accordance with the plans, specifications, scope of services, and/or scope of work included in this Bid document, the **TOTAL BASE BID** for this project is:

With 26' Tree Option + 4 Loop Gold trim Bow Option (\$ 33,938 near one
(Thirty Three Thousand Nine hundred Thirty Eight))

Required documents attached?

(checklist)

PART 1

- | | |
|--|----------|
| - Acknowledgement of Addenda | <u>X</u> |
| - Bid Submittal Page (signed) | <u>X</u> |
| - Proposal Cost Sheet | <u>X</u> |
| - Conflict of Interest Disclosure Form | <u>X</u> |
| - Notification of Public Entity Crimes Law | <u>X</u> |
| - Drug-Free Workplace | <u>X</u> |
| - Non-Collusion Affidavit | <u>X</u> |
| - Truth-in-Negotiation Certificate | <u>X</u> |
| - List of References | <u>X</u> |
| - Anti-Kickback Affidavit | <u>X</u> |
| - List of Subcontractors, if applicable | <u>X</u> |

PART 2

- | | |
|--|----------|
| - Certificate of Insurance (per specification) | <u>X</u> |
| - Bid bond (per Section 1), if applicable | <u>X</u> |
| - Statement of prior or pending litigation | <u>X</u> |

PART 3

- | | |
|---|----------|
| - Copies of all licenses, certifications, business tax receipts | <u>X</u> |
|---|----------|

PART 4 (OPTIONAL)

- | | |
|--------------------------------|----------|
| - Clarifications or Exceptions | <u>X</u> |
|--------------------------------|----------|

NAME OF FIRM: Brandano Displays, Inc.

ADDRESS: 1473 Banks Road, Margate, FL 33063

PHONE #: 954-461-6598 FAX #: 954-956-7256

E-MAIL: patbrandano@brandano.com

Statement by Bidder: "I HAVE REVIEWED ALL PLANS, MANUALS, SPECIFICATIONS, AND ALL OTHER INFORMATION CONTAINED WITHIN THIS SOLICITATION, AND UNDERSTAND ALL REQUIREMENTS"

AUTHORIZED SIGNATURE:



NAME & TITLE (TYPED or PRINTED): Patrick J. Brandano

PROPOSAL SUBMITTAL SIGNATURE PAGE

By signing this Proposal, the Proposer certifies that it satisfies all legal requirements as an entity to do business with the Town, including all Conflict of Interest and Code of Ethics provisions.

Firm Name:

Brandano Displays, Inc.

Street Address:

1473 Banks Road, Margate, FL 33063

Mailing Address (if different from Street Address):

Telephone Number(s): 954-461-6598

Fax Number (s): 954-956-7256

Email Address: patbrandano@brandano.com

Federal Employer Identification Number: 16-1366604

Signature:



(Signature of authorized agent)

Print Name: Patrick J. Brandano

Title: Vice President

Date: 8/30/2022

By signing this document, the Proposer agrees to all terms and conditions of this Solicitation and the resulting contract/agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE TOWN MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT THAT UNEQUIVOACLLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL.

TOWN OF LAKE PARK

RFP No. 106-2022

CRA HOLIDAY LIGHTING AND DECORATING SERVICES

PROPOSAL COST SHEET

Item	Product Description	Quantity	Year 1 Cost	Year 2 Cost	Year 3 Cost
1	Decorative LED Lighted Pole Displays, Mounted.	21	\$9,450	\$9,450	\$9,450
2	LED Light Wraps for Poles, Installed.	21	\$1,050	\$1,050	\$1,050
3	3-D Structural Bows (Install not needed by bidder) (Brandano assumes this is a purchase. See additional pricing and options on pricing page of proposal)	25	\$3,125	\$0	\$0
4	LED Lighted Decorated Wreaths (Install not needed by bidder) (Brandano assumes this is a purchase. See additional pricing and options on pricing page of proposal)	2	\$990	\$0	\$0
5	24' or 26' Artificial Holiday Tree (Please see additional pricing options on pricing page of proposal)	1	\$16,923	\$16,923	\$16,923
6	Decorated Lighted Menorah	1	\$1,200	\$1,200	\$1,200
7	Decorated Lighted Kinara	1	\$1,200	\$1,200	\$1,200
Total:			\$33,938	\$29,823	\$29,823
			Three (3) Year Total \$ 93,584		

The hereby undersigned submits this proposal and certifies that they are an authorized representative of the proposer who may legally bind the proposer.

Company Name: Brandano Displays, Inc.

Address: 1473 Banks Road

City: Margate State: FL Zip: 33063

Phone No.: 954-461-6598 Fax No.: 954-956-7256

Email: patbrandano@brandano.com

Authorized Signature:  Date: 8/30/2022

CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose within their Proposal: the name of any officer, director, or agent who is also an employee of the Town of Lake Park.

Furthermore, all Proposers must disclose the name of any Town employee who owns, directly, or indirectly, an interest of more than five percent (5%) in the Proposer's firm or any of its branches.

The purpose of this disclosure form is to give the Town the information needed to identify potential conflicts of interest for evaluation team members and other key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal consideration may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any Town duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

- X To the best of my knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for the Proposal.
- The undersigned firm, by attachment to this form, submits information that may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Proposal.

Acknowledged by:

Brandano Displays, Inc.

Firm Name



Signature

Patrick J. Brandano, Vice President

Name and title (Print or Type)

8/30/2022

Date

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-vendor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Firm Name Brandano Displays, Inc.

Signature 

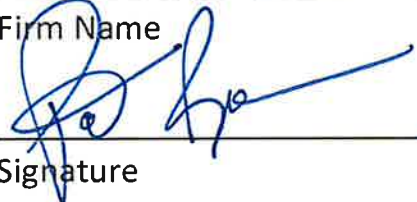
Name and Title (Print or Type) Patrick J. J. Brandano, Vice President

Date 8/30/2022

DRUG-FREE WORKPLACE

Brandano Displays, Inc. is a drug-free workplace and has a
(Company Name)
Substance abuse policy in accordance with and pursuant to Section 440.102, Florida Statutes.

Acknowledged by:

Patrick J. Brandano
Firm Name

Signature

Patrick J. Brandano, Vice President
Name and title (Print or Type)

8/30/2022
Date

NON-COLLUSION AFFIDAVIT

STATE OF Florida
 COUNTY OF Broward

Before me, the undersigned authority, personally appeared Patrick J. Brandano, who after being by me first duly sworn, deposes and says of his/her personal knowledge that:

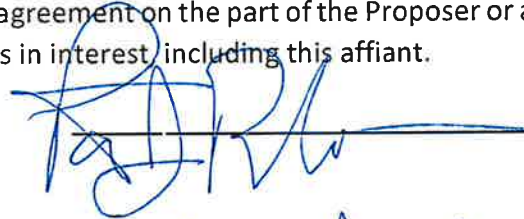
- a. He/She is Vice President of Brandano Displays, Inc. the Proposer that has submitted a Proposal to perform work for the following:

RFQ No.: 106-2022 Title: CRA Holiday Light and Deco Lighting Services

- b. He/She is fully informed respecting the preparation and contents of the attached Request for Qualifications, and of all pertinent circumstances respecting such Solicitation.

Such Proposal is genuine and is not a collusive or sham Proposal.

- c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Solicitation and contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or any other Proposal, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed contract.
- d. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.


 Signature

Subscribed and sworn to (or affirmed) before me this 17th day of August, 2022 by Patrick J. Brandano, who is personally known to me or who has produced FL drivers license, as identification.

SEAL



Notary Signature 
 Notary Name: Betty James
 Notary Public (State): Florida
 My Commission No.: HH 205659
 Expires on: December 8 2025

TRUTH – IN – NEGOTIATION CERTIFICATE

The undersigned warrants (i) that it has not employed or retained any company or person, other than bona fide employees working solely for the undersigned, to solicit or secure the Agreements and (ii) that it has not paid or agreed to pay any person, company, corporation, individual or firm other than its bona fide employees working solely for the undersigned or agreed to pay any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Agreement.

The undersigned certifies that the wage rates and other factual unit costs used to determine the compensation provided for in the Agreement are accurate, complete, and current as of the date of the Agreement.

This document must be executed by a Corporate Officer.

By: Patrick J. Brandano

Title: Vice President

Date: 8/30/2022

LIST OF REFERENCES

Following are references from agencies/companies/individuals in which your company has provided similar services within the last 5 years:

REFERENCE #1

Company/Agency Name: City of Hollywood
Address: 1405 South 28th Ave
Hollywood, FL 33022
Point of Contact: Daniel Mell
Phone Number: 954-921-3501
Fax Number: _____
E-mail: dmell@hollywoodfl.org

REFERENCE #2

Company/Agency Name: City of Lake Worth Beach
Address: 501 Lake Avenue
Lake Worth Beach, FL
Point of Contact: Lauren Bennett
Phone Number: 561-586-7421
Fax Number: _____
E-mail: lbennett@lakeworthbeachfl.gov

REFERENCE #3

Company/Agency Name: City of Key West
Address: 1300 White Street
Key West, FL 33040
Point of Contact: Karen Olsen
Phone Number: 305-809-3803
Fax Number: _____
E-mail: kolsen@cityofkeywest-fl.gov

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA 35
 COUNTY OF ~~PALM BEACH~~ Broward

BEFORE ME, the undersigned authority, personally appeared Patrick J. Brandano
 _____, who, after being by me first duly sworn, deposes and says:

(1) I am Vice President of Brandano Displays Inc. the offeror that has submitted a proposal to perform work for the following project:

Contract # 106-2022 Project name: CRA Holiday Lighting and Decorative Services

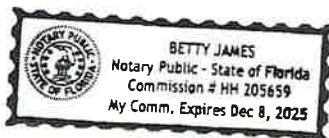
(2) I, the undersigned, hereby depose and say that no portion of the sum bid in connection with the work to be performed at the property identified above will be paid to any employee of the Town of Lake Park as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

[Signature]
 Signature

Subscribed and sworn to (or affirmed) before me this 17 day of August 20 22
 by Patrick J. Brandano who is personally known to me or who has
 produced FL drivers license as identification.

NOTARY SEAL:

Notary Signature: [Signature]



Notary Name: Betty James
 Notary Public-State of Florida

LIST OF SUBCONTRACTORS AND PRIME VENDORS

The following are the subcontractors and prime vendors anticipated to be used if your company is awarded the Contract. Please note that all changes to this list must first be approved in writing by the TOWN OF LAKE PARK, Project Manager.

NO SUBCONTRACTORS WILL BE USED FOR THIS PROJECT!!

NAME OF COMPANY

ADDRESS OF COMPANY

PHONE/CONTACT

1) _____

2) _____

3) _____

4) _____

5) _____



CERTIFICATE OF LIABILITY INSURANCE

Item 1.

DATE (MM/DD/YYYY)

8/22/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Keyes Coverage Insurance
5900 Hiatus Road
Tamarac FL 33321

CONTACT NAME: Kim Bromaghim**PHONE**
(A/C, No, Ext): 954-724-7000**FAX**
(A/C, No):**E-MAIL ADDRESS:** kBromaghim@keyescor.com**INSURER(S) AFFORDING COVERAGE****NAIC #****INSURER A:** AmGuard Insurance Co

3588

INSURER B: Wilshire Insurance Co.

-13234

INSURER C: National Union Fire Ins of Pittsburgh**INSURER D:** Technology Ins. Co.

42376

INSURER E:**INSURER F:**

INSURED
Brandano Displays, Inc.
1473 Banks Road
Margate FL 33063

10344

COVERAGES**CERTIFICATE NUMBER:** 81562711**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y Y	BRK0001528 00	8/20/2021	10/11/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 S
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☒ Comp \$1000 ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ☒ Coll \$1000	Y Y	BRAU396462	9/29/2022	9/29/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ S
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$	Y Y	BE 014789900	8/20/2021	10/11/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 S
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A		TWC4046245	1/1/2022	1/1/2023	☒ PER STATUTE ☐ OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
A	Hired Auto Physical Damage		BRAU396462	9/29/2022	9/29/2023	Actual Cash Value \$75,000 Comp \$1,000 Coll \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION 30 Days*/10* for non payment**

For Informational Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

Brandano Displays, Inc. was incorporated in 1990 and has no previous litigation. There is a current potential litigation related to an accident in 2017 in Broward County, Florida. This is being handled by our insurance carrier.

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000
VALID OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

DBA: BRANDANO DISPLAYS INC
Business Name: Receipt #: 279-7451
Business Type: ALL OTHERS (MANUFACTURE/WHOLESALE)

Owner Name: BRANDANO JOHN
Business Location: 1473 BANKS RD
MARGATE
Business Phone: State/Country/Cert/Reg: 04/01/2009
Exemption Code:

Rooms Seats Employees 9 Machines Professionals

Number of Machines:		For Vending Business Only			Vending Type:		Total Paid
		Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	
Tax Amount	45.00	0.00	0.00	0.00	0.00	0.00	45.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

BRANDANO DISPLAYS INC
1473 BANKS RD
MARGATE, FL 33063

Receipt #02B-21-00003543
Paid 08/09/2022 45.00

2022 - 2023

Presented By

Brandano Displays, Inc.



Town of Lake Park

2022 RFP No. 106-2022

Holiday Lighting and Decorating Services

Due: August 31, 2022, at 2pm EDT



Brandano Displays, Inc.

Founded in 1976, Brandano Displays, Inc. is a full service decorating company specializing in providing illuminated Christmas décor for cities, towns, shopping centers, festivals, enclosed malls and commercial complexes. Brandano Displays, Inc. has produced exciting Holiday displays for over 2,000 clients nationally.

As manufacturers, we produce the highest quality decorations and displays while providing competitive prices. All clients are provided with design and marketing services as well as installation assistance. Professional installation and maintenance services are available to all our customers.

Our client list includes the country's most popular Down towns, Shopping Centers, Attractions and Corporate parks. Each holiday season millions of people are enjoying our lighting and designs.

Whether a project is large or small, we always welcome the opportunity to present our company, our products and our services.



Town of Lake Park

Profile of Proposer

RE: Profile of Proposer
RFP No. 106-2022 Holiday Lighting and Decorating Services

Dear Town of Lake Park:

I would like to thank you, and the management of Town of Lake Park for providing Brandano Displays, Inc. the opportunity to respond to your RFP No. 106-2022 Holiday Lighting and Decorating Services for your town. The purpose of this letter is to provide you with a profile of our company.

Brandano Displays, Inc. has been providing Holiday décor and related services to South Florida since 1992. Our manufacturing capability and proximity to the metropolitan area has provided our customers with high profile traffic generating “state of the art” displays and lighting techniques at a fraction of the prevailing market cost.

Our daily maintenance schedule, hands-on management approach by principals and professional execution at installation has provided our customers a virtual problem free experience managing Decor over the years.

Company Overview and Capabilities

Founded in 1976, Brandano Displays, Inc. is a full-service decorating company specializing in providing high profile traffic generating illuminated Christmas décor for cities, towns, shopping centers, festivals, enclosed malls and commercial complexes. Brandano Displays, Inc. has produced exciting Holiday displays for over 3,000 clients nationally.

As manufacturers, we produce the highest quality decorations and displays while providing competitive prices. All clients are provided with design and marketing services as well as installation assistance. Professional installation and maintenance services are available to all our customers.

Town of Lake Park

Profile of Proposer (Continued)

Brandano Displays, Inc, for over 30 years has set the bar for the highest industry standards regarding designs, manufacturing standards, service and continued product reliability. Our unprecedented rate of customer retention is a result of this great service and attention to detail. Brandano Displays, Inc. currently retains copyrights to over 1,000 designs and retains the nation's largest Holiday Décor rental inventory valued at over \$8,000,000.

The principals at Brandano Displays, Inc. have been actively involved in our communities and understand firsthand our customer's goals and objectives. We have been servicing Business Improvement Districts, Downtown Development Authorities and Community Redevelopment Agencies for 30 years and understand that our products have to create traffic and contribute to the economic impact goals of the investments to district.

We maintain corporate offices and 10,000 sq ft of warehousing and manufacturing space in Margate, FL. We also have 30,000 sq ft in Syracuse, NY. Our Syracuse distribution center services our customers in the northeast and the Midwest to meet our northern regional needs.

Several current full-service traffic generating projects in your direct market area include The City of South Miami, The City of Lauderdale By The Sea, The Riverwalk Trust, The City of Deerfield Beach, Zoo Miami, The Galleria Mall, Main Street @ Miami Lakes, The City of Boca Raton, Hialeah Gardens, Fantasy of Lights at Tradewinds Park and The City of Delray Beach.

High profile national accounts include Graceland, Bronx Zoo, Lincoln Park Zoo in Chicago, City of Milwaukee, Trump Towers in New York, City of Tempe in Arizona, San Diego Zoo, Kellogg World Headquarters in Battle Creek, Moody Gardens in Galveston and The Grand Geneva resort in Wisconsin.

Town of Lake Park

Summary of Proposer's Qualifications

RE: Summary of Proposer's Qualifications
RFP No. 106-2022 Holiday Lighting and Decorating Services

a) Project Manager and Manufacturing Manager

Patrick J. Brandano

Position: Partner, Executive Vice President

Education: AS Mohawk Valley Community College

Experience: Over 32 years experience in designing, manufacturing, installing and selling holiday lights.

Years with Company: 34+ Years

Andrea Brandano

Position: South Florida Operations and Service Manager

Education: AS Herkimer County Community College

Experience: Manufacturing, Installing and Maintaining Holiday Decorations

Years with Company: 12+ Years

b) Patrick Brandano has been designing, manufacturing and installing holiday lighting projects with budgets in excess of \$200,000 for over 30 years. Our manufacturing capabilities with disciplines in forming steel, electrical, wood and fabric provide our local customers with the convenience of a national company in their backyard.

Other similar sized local projects include The City of Deerfield Beach, the City of Delray Beach, and the City of South Miami.

Town of Lake Park

Summary of Proposer's Qualifications

- c) Andrea Brandano has been supervising Holiday décor installation and maintenance for 10 years and brings excitement, youth and professionalism to each project providing customers a direct service contact available 24/7 throughout the entire season.
- d) Other management personal includes weld shop and assembly supervision representing over 20 years each with the company.
- e) The entire project will be micromanaged by Patrick Brandano. The participation of a principal is paramount in facilitating design parameters, electrical issues and creating relationships with Town representatives. An experienced staff of seasonal installers will install the displays under the direct supervision of Patrick Brandano.
- f) We will be on site with a crew for the lighting ceremony.
- g) The only necessary municipal staff will be our primary contact and electrical department contact.

Town of Lake Park

Additional Experience & Qualifications



Town of Lake Park

Additional Experience & Qualifications



Town of Lake Park

Additional Experience & Qualifications



Town of Lake Park

REFERENCE #1

Name of Firm or Agency: City of Hollywood

Address: 1405 South 28th Ave.,

City/State/Zip: Hollywood, FL 33022

Contact: Daniel Mell Title: Recreation Coordinator

Telephone: 954-921-3501 Email: DMELL@hollywoodfl.org

Scope of Work: Installation of 30' tower tree with a 4' custom tropical base at Young Circle. Full Service.



Town of Lake Park

REFERENCE #2

Name of Firm or Agency: City of Lake Worth Beach

Address: 501 Lake Avenue

City/State/Zip: Lake Worth, FL 33460

Contact: Lauren Bennett Title: Director Leisure Services

Telephone: 561-586-7421 Email: lbennett@lakeworthbeachfl.gov

Scope of Work: Installation of 30' tower tree with full service.



Town of Lake Park

REFERENCE #3

Name of Firm or Agency: City of Key West

Address: 1300 White Street

City/State/Zip: Key West, FL 33040

Contact: Karen Olson: Deputy Director Port & Marine Services

Telephone: 305-809-3803 Email: kolson@cityofkeywest-fl.gov

Scope of Work: 2018, 2019, 2020. We designed, manufactured and installed displays including tree lighting.



Town of Lake Park

Project Understanding, Proposed Approach, & Methodology

Communication: Communication between Brandano Displays and the Town is critical throughout the entire process from Design confirmation, to infrastructure development, to installation and management, to Dismantling and packing away of the displays. A chain of command will be established between Brandano executives and Town representatives to insure a smooth and pleasant experience. Access to a Brandano Displays principal will be available to the Town on a 24/7 basics.

Project timeline: A project timeline will be created with target dates for completion of sequential tasks paramount to the ongoing success of the program. Inclusive but not limited to following:

- Final Budget
- Design Approval
- Installation and Dismantling Schedule

Safety: Brandano Displays is committed to the Safety of our employees as well as the people that are in their vicinity. Each employee is trained to work safely in areas with high pedestrian density to ensure a safe environment for all. We are also committed to provide our teams with the safest and most current tools and equipment available.

Employee Training: Our teams are made up of people experienced with the installation and maintenance of our products as well as basic construction practices. We train internally and balance our teams to ensure experienced personnel are on each.

Reporting Methods and Invoicing: Invoicing and reporting will be as per city requirements.

Town of Lake Park

Pricing

24'/26' Christmas Tree: **\$14,392.00/\$16,923.00**

24' Christmas Tree will be the Branch Style Tower tree with 4' Topper lighted with 146 Branches, 10,200 Pure White miniature lights and 544 metallic ornaments (5",6",8"). Branches, 4' Topper and ornamentation will be new for the 2022 season.

Menorah: **\$1,200.00**

Ornate Menorah Sculpture will be 6' tall and 6' wide, glitter filled for daytime effect

Kinara: **\$1,200.00**

Ornate Kinara Sculpture will be 6' tall and 6' wide, glitter filled for daytime effect

5'-6' LED Lighted Pole Decorations w/ Lighted Pole Wrap: **\$10,500.00**

Hand formed steel frame, glitter filled for daytime effect, marine grade powder coat and paint, 24Volt miniature LED lights throughout, closed watertight system, UV inhibited glitter mesh for daytime effect when available, mounting hardware, stainless mounting clamps, Includes a Complementing Garland Pole Wrap featuring LED lights to match OR a lighted wrap that only includes a string of lights heavily lighting the pole to compliment the pole decoration display.

******Ability to choose multiple designs or customize your own Design and Look******

36" 4 Loop Red Outdura Bow :

These are the Bows Brandano Displays uses in their rental inventory, they are shapeable on a substantial frame, do not fade or deteriorate with UV exposure and they look great. Expect over 8 seasons of service with reasonable care. They are available with 2 loops or 4 loops. (Samples provided upon request)

2-Loop 36" Bow, solid color:	\$95.00 each/\$2,375 Total
4-Loop option 36" Bow:	\$115.00 each/\$2,875 Total
Gold Trim 2-Loop 36" Bow, solid color:	\$110.00 each/\$2,750.00 Total
Gold Trim 4-Loop option 36" Bow:	\$125.00 each/\$3,125.00 Total

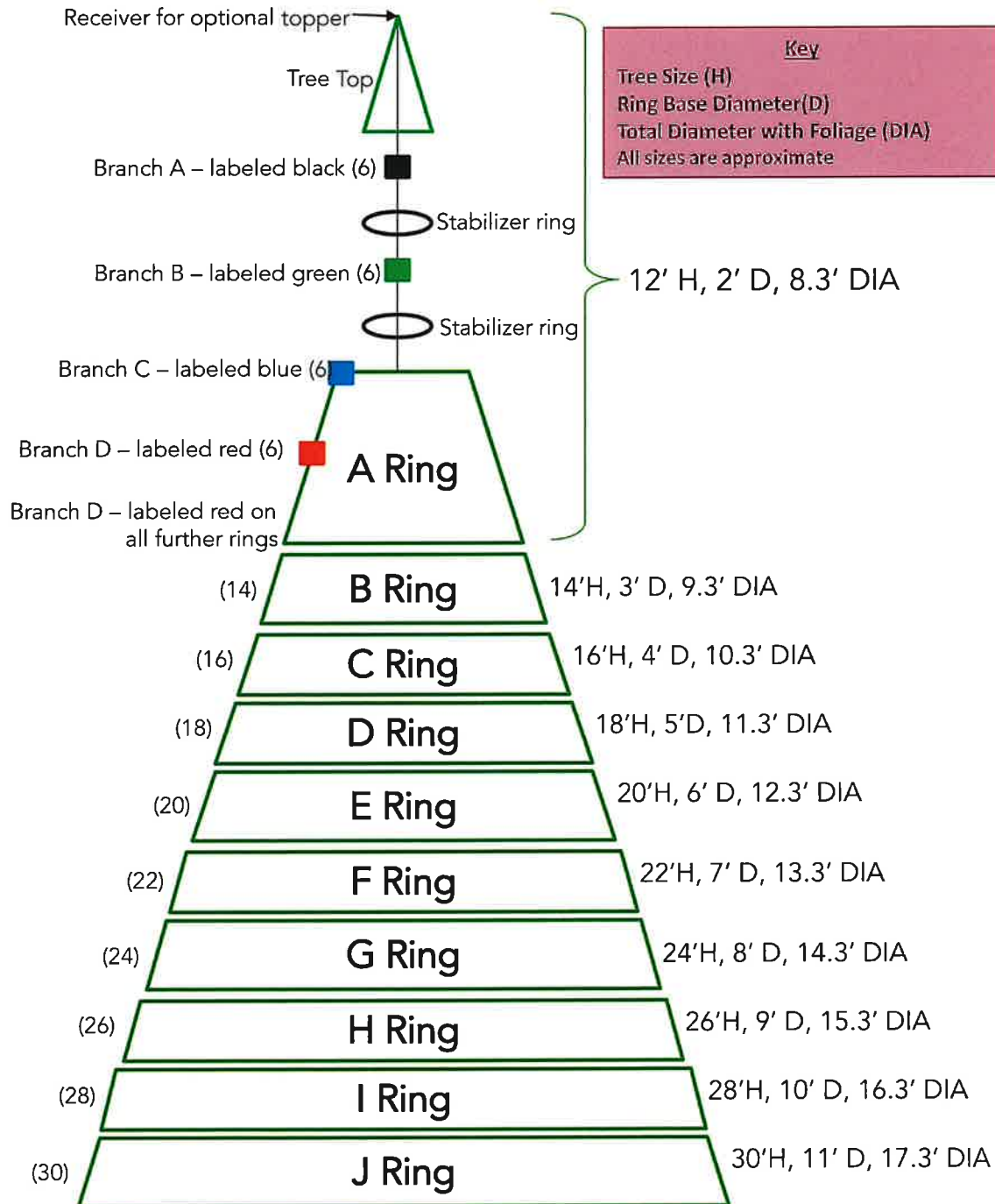
48" Wreath: **\$ 495.00 each/\$990 Total**

48" plush wreaths decorated with blue and white LED Lights and ornamentation

Town of Lake Park



Town of Lake Park



© Brandano Displays Inc.

Town of Lake Park

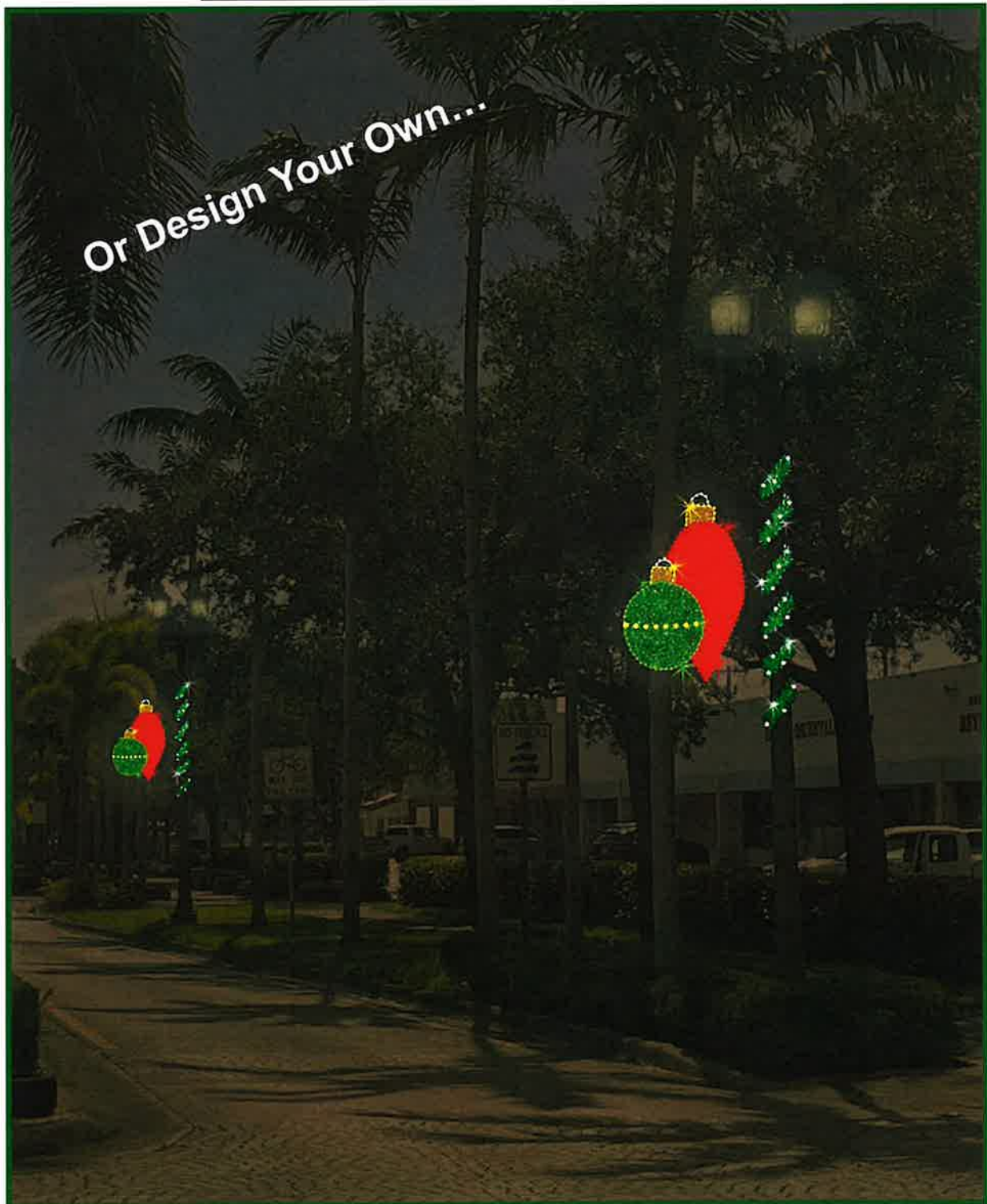
Your Choice of Tree Topper

(or customize your own with our design team)



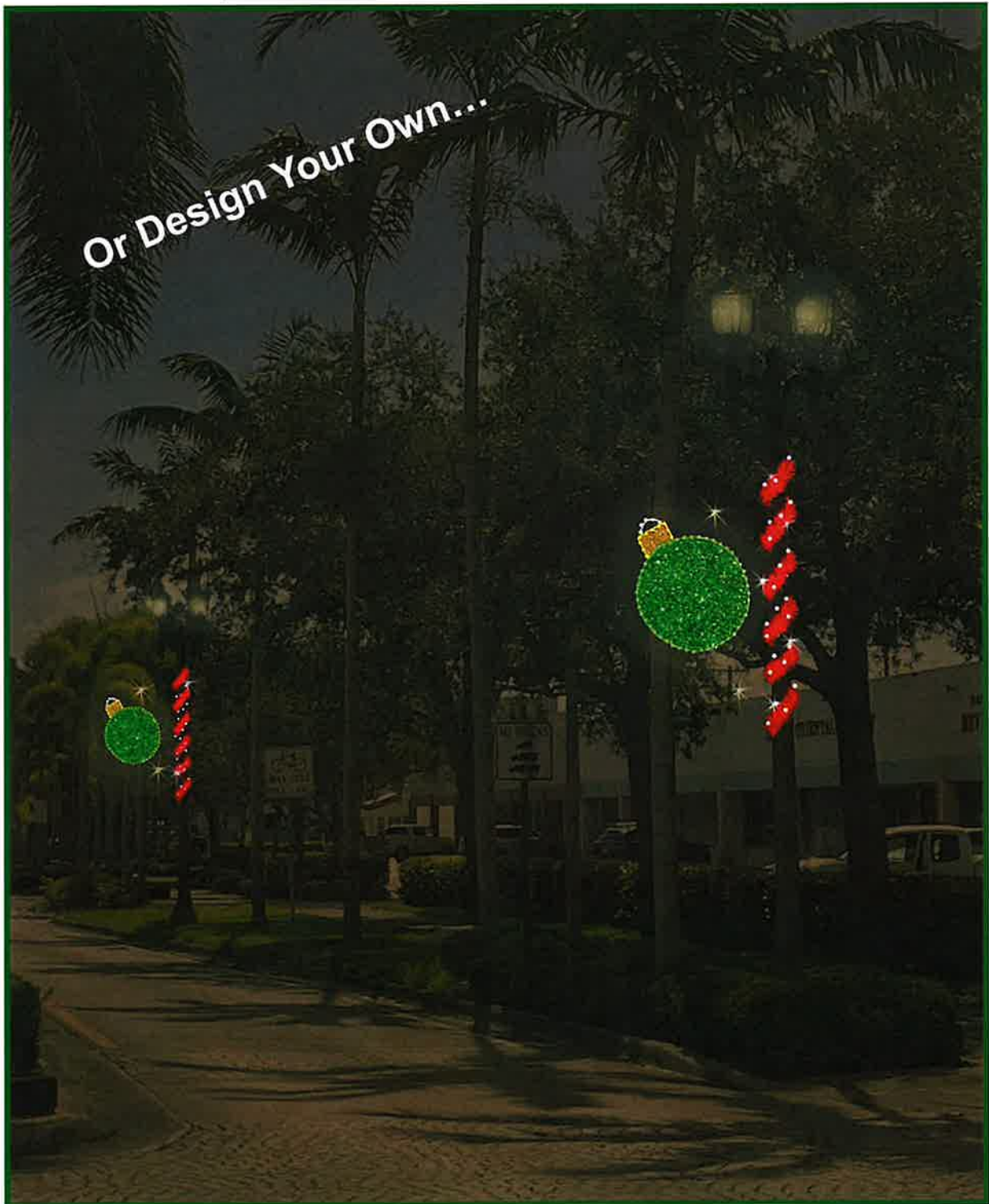
Town of Lake Park

Double Ornament Design



Town of Lake Park

Single Ornament Design



Town of Lake Park

Ornate Tree with Ornaments Design



Town of Lake Park

Poinsettia Design



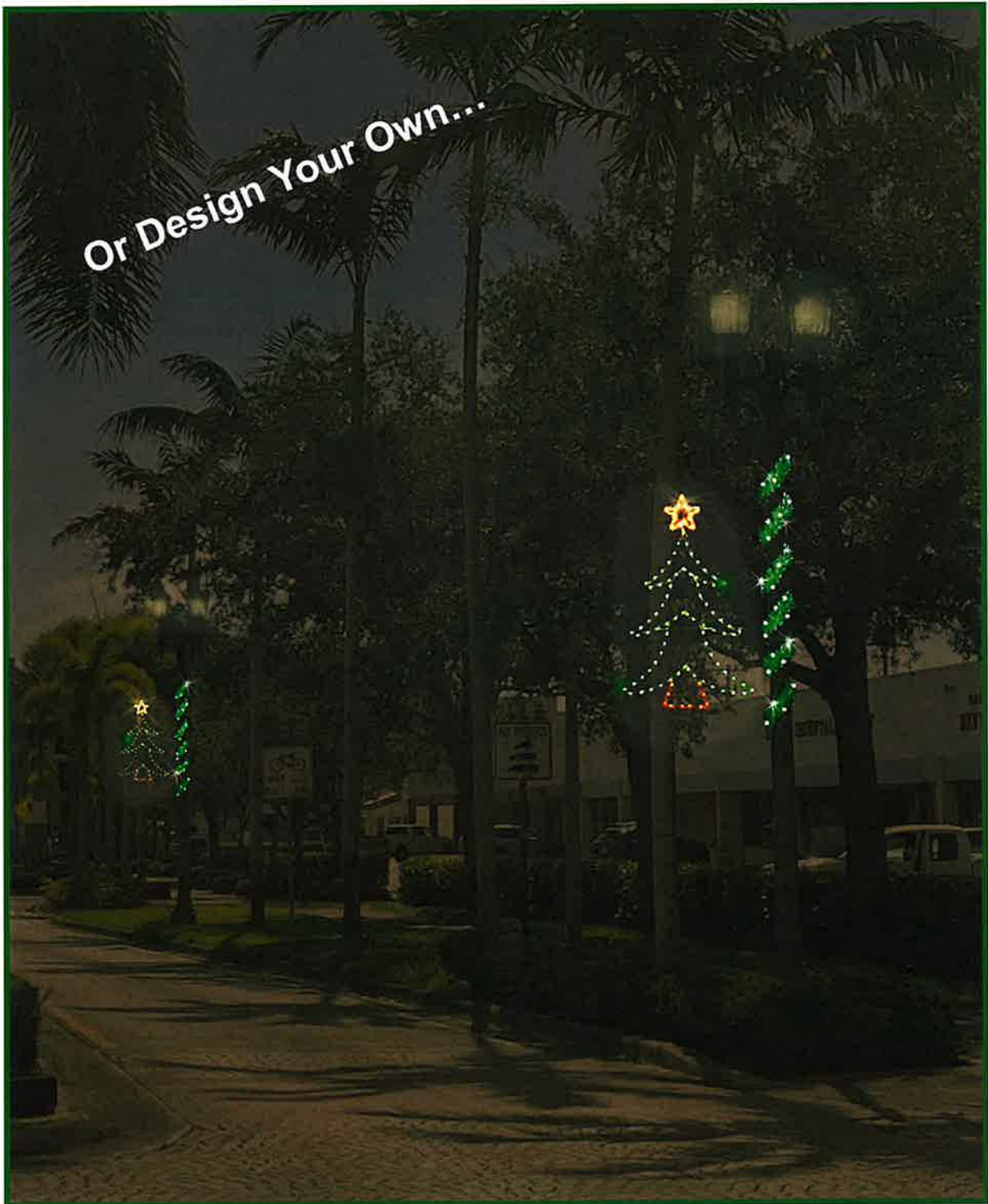
Town of Lake Park

Snowflake Design



Town of Lake Park

Tree with Star Design



Town of Lake Park

Ornate Wreath Pole Dec Design



Town of Lake Park



Town of Lake Park

Custom Glittered Kinara Design



©Brandano Displays Inc.

Town of Lake Park

Custom Glittered Menorah Design



©Brandano Displays Inc.

Brandano Displays, Inc.

Disclosure Statement

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Report Date: 9/1/2022

Bid Open Date: Proposals opened by lauren hoffman on 8/31/22 at 6:06pm Eastern

Contents

Page



Brandano Displays, Inc.

2

by Brandano Displays



New solution

5

by noelchristmaslightpros.com



New solution

6

by Holiday Outdoor Decor





Report Date: 9/1/2022

Bid Open Date: Proposals opened by lauren hoffman on 8/31/22 at 6:06pm Eastern

Stage: Round 4

Brandano Displays, Inc.



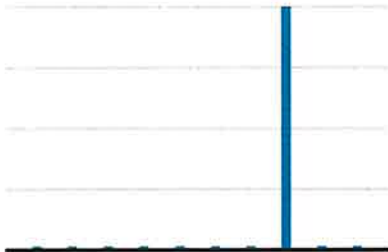
Brandano Displays

<http://brandanodisplays.com>

Headquarters

Margate, Florida

Average Evaluation Scores



Average Score

93 / 120

Total Completed Evaluations

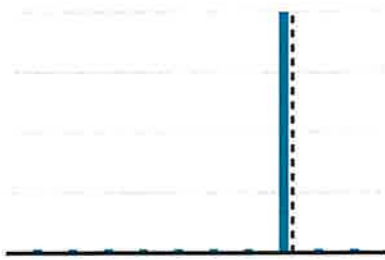
2

Overall Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Breakdown by Category

Category: Experience of Vendor



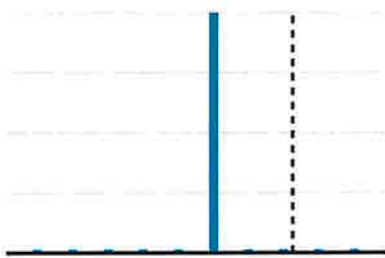
Relative Score

Highest scored category (3% above average)

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category: Proposal



Relative Score

Lowest scored category (18% below average)

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category: Workload and Scheduling



Relative Score

3% above average

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Category: Financial/Other



Relative Score

3% above average

Consistency of Evaluations

Highly Consistent (evaluators were very aligned)

Individual Evaluation Scores and Comments

Roberto Travieso <rtravieso@lakeparkflorida.gov>

93

Dwayne Bell, Sr. <dbell@lakeparkflorida.gov>

93

NOTES ROUNDS **SCORECARD** EVALUATIONS

Scorecard Summary

Completed Evaluations
2/2

Average Score
78%

View Scorecard & Averages



Criteria	Average Score	Weight	Average Total
Proposal			
Value for cost	4	×7	28
Experience of Vendor			
Company credentials	5	×2	10
Experience in similar jobs	5	×3	15
Vendor's references	5	×1	5
Financial/Other			
Overall completeness, clarity and quality of proposal	5	×2	10
Evidence of insurance capability	5	×1	5
Workload and Scheduling			
Meeting the Town's requirements	5	×2	10
Schedule will accommodate this contract	5	×2	10
Total			93



Report Date: 9/1/2022

Bid Open Date: Proposals opened by lauren hoffman on 8/31/22 at 6:06pm Eastern

Stage: Round 1

New solution



noelchristmaslightpros.com

<http://noelchristmaslightpros.com>



Report Date: 9/1/2022

Bid Open Date: Proposals opened by lauren hoffman on 8/31/22 at 6:06pm Eastern

Stage: Round 1

New solution



Holiday Outdoor Decor

<http://holidayoutdoordecor.com>

Founded data

1921

Headquarters

Allentown, Pennsylvania

Number of employees

11 - 50

Estimated annual revenue

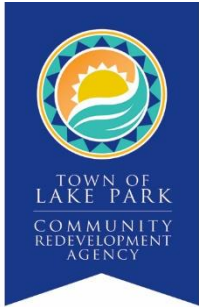
\$1M-\$10M



[linkedin.com/company/rileighs-outdoor-decor](https://www.linkedin.com/company/rileighs-outdoor-decor)



twitter.com/outdoor_holiday



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 22, 2025 Special Called CRA Meeting
Originating Department: Clerk
Agenda Title: Minutes - Special Called CRA Meeting - October 8, 2025

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

Cost of Item: \$0.00 **Funding Source:** _____
Account Number: _____ **Finance Signature:** _____

Advertised:
Date: NA **Newspaper:** _____

Attachments: Minutes, Exhibits A-C, Comment Card

Please initial one:
 _____ Yes I have notified everyone
 LW _____ Not applicable in this case

Recommended Motion:

I move to approve the Minutes of the October 8, 2025 Special Called CRA Meeting.



Lake Park Town Commission, Florida

Special Called Community Redevelopment Agency

Meeting Minutes

Wednesday, October 08, 2025 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Roger Michaud	—	Chair
Michael Hensley	—	Vice-Chair
John Linden	—	Agency Member
Michael O'Rourke	—	Agency Member
Judith Thomas	—	Agency Member
Vacant	—	Agency Member
Vacant	—	Agency Member
Richard J. Reade	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, MMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

6:41 P.M.

PRESENT

Chair Roger Michaud

Vice Chair Michael Hensley

Board Member John Linden

Board Member Michael O'Rourke

ABSENT

Board Member Judith Thomas

PLEDGE OF ALLEGIANCE

Chair Michaud led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Motion to approve the agenda made by Board Member O'Rourke, Seconded by Vice Chair Hensley.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke.

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

-Mary Beth Taylor posed questions regarding the Kimley-Horn report and the mulch placed near the fire station. She also provided written comments (Exhibit C).

CONSENT AGENDA:

Motion to approve the Consent Agenda made by Vice Chair Hensley, Seconded by Board Member O'Rourke.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke

1. CRA Budget Meeting Minutes - September 8, 2025
2. Special Called CRA Meeting Minutes - September 17, 2025

NEW BUSINESS:

3. Resolution 73-10-25– Agreement – CRA Administration & Project Management Consulting Services - It's About Place, LLC - \$34,998 (\$5,833 per month)

Executive Director Reade explained the item. CRA Administrator Allison Justice responded to the Board's questions regarding the contract and what it entails. CRA Administrator Justice advised the contract is for six months and she anticipates completion of the projects as outlined in the contract. She provided the Board with her upcoming schedule for travel back to the Town and that she will be funding her own travel. Vice Chair Hensley requested a list of the projects that she will be working on under the contract.

Motion to approve Resolution 73-10-25 made by Board Member O'Rourke, Seconded by Board Member Linden. The Board thanked Ms. Justice for her contributions to the Town and the

CRA.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke.

4. Resolution 74-10-25 – Agreement - Specialized Landscaping Services – CRA District - Chris Wayne and Associates - \$188,250 annually (\$15,687.50 per month)

CRA Administrator Justice explained the item (Exhibit B). She responded to questions from the Board regarding the landscaping contract. Vice Chair Hensley asked what the remedy is under the contract should they not perform to their satisfaction. CRA Administrator Justice stated that there is a ninety day termination clause in the contract which they can initiate without cause.

Motion to approve Resolution 74-10-25 made by Vice Chair Hensley, Seconded by Board Member Linden.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke.

CRA ADMINISTRATOR/EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:

CRA Administrator Justice provided an update on the new businesses opening in the CRA. She announced Studio on 10th grand opening. She announced that Big John's Eatery signed a lease to come to Town. She announced that the Purple Lizard opened today. She spoke about the marketing and contract for 800 Park Avenue. She announced that December 5th will be the first public engagement scheduled for Bert Bostrom Park. She announced a new partnership with SCORE which is a business mentoring organization for new businesses in the CRA and the Town. They will be hosting meetings at the Library every second Wednesday of the month from 12:30 to 2:30. She announced the Rust Market on October 18th from 9am-2pm.

AGENCY MEMBER REQUESTS:

Vice Chair Hensley requested a PADD update at a future meeting.

ADJOURNMENT:

Motion to adjourn made by Board Member O'Rourke. Seconded by Board Member Linden.

Voting Aye: All

Meeting adjourned 7:03 P.M.

FUTURE MEETING DATE: The next scheduled Community Redevelopment Agency Meeting will be conducted on October 22, 2025.

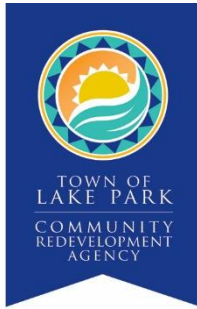
Chair, Roger D. Michaud

Agency Clerk, Vivian Mendez, MMC

Town Seal

Deputy Agency Clerk, Laura Weidgans

Approved on this _____ of _____, 2025



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Community Redevelopment Agency (CRA)
Resolution – Agreement – CRA Administration & Project Management
Consulting Services - It's About Place, LLC - \$34,998 (\$5,833 per
month)

Agenda Title: _____

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

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

_____ \$34,998
 (\$5,833 per
 month - Six
 month Term)

Cost of Item: _____ **Funding Source:** 110-55-552-520-34000

Account Number: _____ **Finance**
Signature: _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Resolution, Agreement

Please initial one:

_____ Yes I have notified everyone
 AJ _____ Not applicable in this case

Summary Explanation/Background:

In March 2024, Ms. Allison Justice was retained by the Lake Park CRA as a contract employee to take on the role of CRA Administrator for the CRA, in the amount of \$90,000 per year (min. of 30 hours per week).

On September 17, 2025, Ms. Justice submitted her letter of resignation with the Town, effective October 31, 2025.

As a result, the CRA has a need to secure the services of Ms. Justice on a contractual basis to assist the Lake Park CRA on a limited, part-time basis until a new Administrator is hired and possibly beyond this time period to support the completion of various on-going projects and the administration of the CRA department.

If approved, the CRA Board would enter into a six (6) month agreement with Ms. Justice's CRA and project management consulting company, It's About Place, LLC, in the amount of \$34,998 (\$5,833 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.

If approved, Ms. Justice and her company, It's About Place, LLC, would provide the following services to the Lake Park CRA:

- Ongoing CRA Administrator Duties: Through April 2026, Allison Justice will continue to be the main point of contact for the Lake Park CRA and be involved in day to day operations remotely.
- Incentive Implementation: Consultant will continue to move the grants through the process by working with the property/business owners, CRA Attorney and CRA Board.
- Training/Oversight – Project/Marketing Coordinator: Continue the role of CRA Administrator by providing training and oversight to the newly hired project/marketing coordinator for the CRA. The Coordinator will continue to report to and obtain approvals through the Consultant.
- CRA Oversight/Compliance: CRAs have reporting requirements throughout the year which will be facilitated by the consultant.
- Budget Management/Bond Issuance: Manage the approved CRA Budget and assist Town in securing a Bond in order to complete Capital Projects within the Five Year Capital Plan.
- Project Management/Capital Projects: If requested, the Consultant will assume the role of CRA Project Manager to help oversee and complete the following Capital Projects along with the Capital Project Manager. Although the CRA will not be the lead project manager, since the CRA is the funding arm of many of these projects, CRA participation is critical for their success.
 - 10th Street South: Project meetings and CRA participation
 - Bert Bostrom: CRA Oversight of Phase 1 and Participation and negotiation for Phase 2
 - 800 Park Avenue: Sale of property
 - New CRA Space: assist with lease or purchase of a new CRA office
 - Septic to Sewer Improvement Project (as needed)
- CRA Meetings and Senior Staff Meetings: Consultant will attend a maximum of six (6) in person meetings within the contract timeframe. These will include CRA Meetings (Special or Regular) as well as Director Meetings on Thursday's following the CRA Meetings. Consultant will attend other Director Meetings virtually. The Consultant will also be in attendance for the Town's and CRA's Holiday Event on December 5, 2025.
- CRA Administrator Search: Should the Town decide to move forward with hiring a full time CRA Administrator, the Consultant will provide assistance throughout the hiring process.

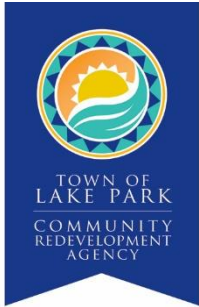
If approved, Ms. Justice would begin under the terms of the proposed contract beginning on November 1, 2025 and continue through April 2026 (and may be extended with agreement by both parties).

The proposed Agreement was prepared by It's About Place and was reviewed by the Town Manager/CRA Executive Director and the Town Attorney.

The CRA has worked with Ms. Justice and she has provided a quality product and excellent customer service.

Recommended Motion:

I move to approve Resolution 73-10-25 and enter into a six (6) month agreement with It's About Place, LLC for CRA Administration & Project Management Consulting Services, in the amount of \$34,998 (\$5,833 per month); and authorize the CRA Chair to execute the proposed Agreement with Its's About Place, LLC.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025
Originating Department: Community Redevelopment Agency (CRA)
Resolution – Agreement - Specialized Landscaping Services – CRA
Agenda Title: District - Chris Wayne and Associates - \$188,250 annually (\$15,687.50 per month)

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

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

Cost of Item: \$188,250 **Funding Source:** Contractual Services
110-552-520-
Account Number: 34000 **Finance Signature:** Barbara A. Gould

Advertised:
Date: _____ **Newspaper:** _____

Attachments: Resolution, Agreement, Pricing and Schedule

Please initial one:

_____ Yes I have notified everyone
 AJ Not applicable in this case

Summary Explanation/Background:

On September 3, 2025, the Town Commission accepted the rankings of the Evaluation Committee for RFQ #116-2025 for Specialized Landscape Maintenance Services - Park Avenue Corridor, 10th Street Corridor, Downtown Alleyways, Centennial Memorial Park, CRA Parking Lot, and Bert Bostrom Park, which was issued on June 15, 2025, and closed on July 22, 2025. As a result, staff is requesting the CRA Board to consider an agreement between the CRA and Chris Wayne and Associates in the amount of \$188,250.

The proposed agreement 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, but not limited to, Notice to Negotiate, final scoring matrix, RFQ 116-2025 and published addendums and the RFQ Advertisement, as required.

To ensure the lowest possible price, staff is recommending that the Town enter into a three (3) year agreement with two (2) additional one-year extensions with Chris Wayne and Associates in the amount of \$188,250 annually (\$15,687.50 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.

Funding to support this project is available within the FY 2026 Budget – CRA Fund. This funding is generally provided by the Town's Tax Increment Financing (TIF) revenues.

If approved, the new vendor is expected to begin providing landscaping services on October 9, 2025, through September 30, 2028.

The proposed Agreement was prepared by the Town's CRA Administrator and reviewed by the Public Works Director, the proposed vendor, Chris Wayne and Associates, the Finance Director and the Town Attorney.

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

Recommended Motion:

I move to approve Resolution 74-10-2025 and enter into a three (3) year Agreement with Chris Wayne and Associates for Specialized Landscaping Services within the CRA District, in the amount of \$188,250 annually (\$15,687.50 per month); and authorize the CRA Chair to execute the proposed Agreement with Chris Wayne and Associates.

October 8, 2025

PUBLIC COMMENTS

Good Evening, Mary Taylor, 209 park Ave.

Before I begin I must share with the Town Manager, Mayor, Commission, Captian Sanford, and deputies, that residents appreciate the diligence and increased visibility of the sheriff department, especially since school started. Thank You!

What I am discussing now is strictly between The Town of Lake Park and Forest Development. On December 18, 2019, the Town adopted resolution NO. 97-12-19 to approve Forest's construction of the Nautilus. Three of you voted to pass the resolution. The approval was based on promises made by Forest Development. *I will read Paragraph 23 of the resolution.*

Within 18 months of the effective date of this resolution, the Owner shall initiate bona fide development and shall continue with the development of the Site through completion. Failure to do so shall render the Development Order null and void. Once initiated, the development of the Site shall be completed within 36 months. *The effective date is December 18, 2019. This means that Forest had to begin development by March 2021. Paragraph 23 says that Forest would complete the Nautilus in 36 months. If construction began in May 2021, 36 months would be May 2024. Forest promised it's buyers that construction would be finished by January, 2024. Today, Forest is at least 15 months in violation of it's promise. During the Nautilus construction the developer appeared before the commission and requested exceptions and waivers for their construction processes, which were always granted.*

Last year the Town of Lake Park spent \$750,000 for additional sheriff personnel based on the promise of occupancy Forest made to the Town, on December 18, 2019. That promise was broken, thereby causing the Town to suffer serious financial harm. However, there is a legal remedy in contract law to address the losses. Losses incurred due to the Town's reliance on Forest's promise, a broken promise. Fortunately, Detrimental Reliance, in Contract Law, is available to recover the money that Forest Development owes the Town for failing to fulfill the terms and promises it made on December 18, 2019. ***The Town of Lake Park owes it to it's citizens to pursue a \$750,000 reimbursement from Forest Development.*** LAKE PARK CANNOT AFFORD TO CONTINUE SPENDING, WASTING, AND LOSING, LARGE SUMS OF MONEY. THANK YOU!

October 8, 2025,

CRA Public Comments

Mary Taylor, 209 Park Ave.

You may remember hearing this before, it is true!

In the United States the most important office is that of CITIZEN. Citizens are a powerful force for change. Recently we have witnessed how much Lake Park residents care about their position in this Town. They have shown up at workshops and voiced their opinions about the height and density that should be allowed in the PADD. Height and density are HOT topics all over right now. There are complications too. SB180, etc. but residents deserve to be kept informed about important issues like these.

The Kimley Horn Report was presented on June 2, 2025 at a workshop.

WHERE IS IT?

IS IT CURRENT?

IS THE REPORT FINAL?

WHEN WILL THE REPORT BECOME A WORKING DOCUMENT THAT WILL CLARIFY FOR RESIDENTS AND DEVELOPERS THE NEXT STEPS, CHANGES AND TIMELINES IN THE COMPREHENSIVE PADD PLAN?

PLEASE INCLUDE AN UPDATE IN THE NEXT COMMISSION MEETING AGENDA

REGARDING MEETINGS: Town Sponsored Meetings, public outreach, concerning town topics should be widely advertised, well in advance, and welcoming to public input, regardless of time and location.

Thank You for your consideration of this matter.



Town of Lake Park
PUBLIC COMMENT CARD

Commission
CRA

Item 2.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

Meeting Date

3-8-25

Cards must be submitted before the item is discussed!!

***Three (3) minute limitation on all comments

Name:

Mary Taylor

Address:

200 Park Ave

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

I would like to make comments on the following Non-Agenda Item(s):

CRA Ready Horn

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.