



# AGENDA

Town of Lake Park, Florida  
Centennial Celebration Committee Meeting  
Tuesday, July 5, 2022, 6:30 P.M.  
Commission Chamber, Town Hall  
535 Park Avenue, Lake Park, FL 33403

Michael O'Rourke	—	Mayor
John Linden	—	Commissioner
Roger Michaud	—	Commissioner
Mary Beth Taylor	—	Commissioner
Felicia Ann Brabham	—	Committee Member
Evelyn Harris Clark	—	Committee Member
Patricia Leduc	—	Committee Member
Beth Motschenbacher	—	Committee Member
John D'Agostino	—	Town Manager
----- Riunite Franks	----- —	----- Special Events Director
Vivian Mendez, MMC	—	Town 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.*

A. **CALL TO ORDER/ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **CONSENT AGENDA:**

1. June 7, 2022 Centennial Celebration Committee Meeting Minutes Tab 1

D. **NEW BUSINESS:**

2. Town of Lake Park Budget and Purchasing Policy Tab 2

3. Proposed Centennial Celebration Sponsorship Levels Tab 3

4. Centennial Celebration Logo Discussion Tab 4

E. **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 Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

F. **COMMITTEE MEMBER COMMENTS:**

G. **ADJOURNMENT:**

**Next Scheduled Centennial Celebration Committee will be held on Tuesday, August 2, 2022**

# **Consent Agenda**

# TAB 1



**Minutes**  
**Town of Lake Park, Florida**  
**Centennial Celebration Committee Meeting**  
**Tuesday, June 7, 2022 6:30 PM**  
**Town Hall Commission Chamber,**  
**535 Park Avenue, Lake Park, Florida 33403**

The Committee met for the purpose of a Centennial Celebration Committee Meeting on Tuesday, June 7, 2022 at 6:30 p.m. Present were Chair/Commissioners John Linden, Commissioner Roger Michaud, Commissioner Mary Beth Taylor, Special Events Director Riunite Franks, Committee Members Vice-Chair Evelyn Harris-Clark, Patricia Leduc, and Beth Motschenbacher. Town Manager John D’Agostino and Mayor Michael O’Rourke and Committee Member Felicia Ann Brabham were absent.

**ROLL CALL & PLEDGE OF ALLEGIANCE**

Chair Linden performed the roll call and Committee Member Motschenbacher led the pledge of allegiance.

**CONSENT AGENDA:**

1. May 3, 2022 Centennial Celebration Committee Meeting Minutes.

**Motion: Committee Member Ledec moved to approve the Consent Agenda; Vice-Chair Clark seconded the motion.**

Vote on Motion:

Committee Member	Aye	Nay	Other
Mayor O’Rourke			Absent
Chair/Commissioner Linden	X		
Commissioner Michaud	X		
Commissioner Taylor	X		
Committee Member Brabham			Absent
Vice-Chair Harris-Clark	X		
Committee Member Leduc	X		
Committee Member Motschenbacher	X		

Motion passed 6-0.

**New Business:**

2. Proposed Centennial Celebration Events and Activities.

Special Events Director Riunite Franks explained Exhibits “A” to the members. The members discussed each exhibit and offered the following suggestions:

- The creation of Sponsorship Packets for distribution to businesses and other entities.
- The Committee discussed the Town budget, the Request for Proposals process, and marketing options to achieve successful events.

- The Committee discussed creating a Raffle Basket for the Kick-Off event, which would contain two (2) Gala Tickets. The Gala would take place in October 2023.
- The Committee discussed creating a QR Code, which would be placed on all marketing materials and banners.

### **PUBLIC COMMENT**

Rick Goodsell, 410 9<sup>th</sup> Street suggested wrapping string lights along poles and trees on Park Avenue from 7<sup>th</sup> to 10<sup>th</sup> Street to illuminate downtown after the holidays. He explained that he was working on a Lake Park Historical Timeline. He shared pictures of marketing materials he had created with the Committee.

Judith Thomas, Jasmine Drive suggested a “soft-opening” in October or November of 2022, which would include a fundraising campaign. She gave some suggestions of the “soft-opening”, such as a Senior Luncheon, or Gala. She asked that the Committee be culturally sensitive as our community is diverse. She suggested that the Historical Society host the Harry Kelsey Birthday party in March 2023. She asked the Committee to be mindful of the Art on Park Avenue Centennial Festival if funded by the CRA because CRA funds are meant to be collected and used solely in the CRA.

The members reviewed Exhibit “B”, which contained a list of events per month and the Committee members offered the following suggestions:

- The Committee discussed a Historical Home Self-Guided Tour be incorporated with a QR Code outside of the Historical Home would provide information about the home.
- The Committee suggested inviting a representative from the Historical Society to participate in event this event.

Chair Linden asked Rick Goodsell to share the Centennial logo he designed. Mr. Goodsell showed the Committee members his design.

The members reviewed each exhibit and offered the following suggestions:

- The Committee suggested a Street Painting Festival.
- The Committee suggested that the CRA Budget fund an Art on Park Avenue Centennial Festival.
- The Committee suggested playing the “Kelsey City Song” at events leading up to the Centennial Celebration.
- The Committee suggested having entertainment at the Gala. They discussed the cost per ticket and inviting the Elementary School children to perform at the event.
- The Committee discussed developing a historical timeline of Lake Park.
- The Committee discussed creating a survey to request ideas for the items that would be placed inside the next time capsule. The announcement the survey for ideas would be done at the kick-off event.
- The Committee discussed inviting the school principals to a future Committee meeting to seek child participation in the yearlong events.

## COMMITTEE MEMBER COMMENTS:

**Committee Member Brabham** was absent.

**Vice-Chair Harris-Clark** asked if the Town had staff in charge of media. Special Events Director Franks explained that the Chief Public Information Officer, Merrell Angstreich would attend a future meeting to review ideas for marketing the events. Vice-Chair Harris-Clark suggested that residents decorate their homes on a particular day to celebrate the centennial. She suggested prizes be awarded for best home decorated. Commissioner Michaud described a suggestion made by the Commission, which would involve the entire block decorating their homes and the best-decorated block would win a block party. Vice-Chair Harris-Clark suggested art in public places. She suggested having a destination location where people could come and have their pictures taken while in Town. She stated that it could be a large poster or chair, but something in a public area that people could take pictures while celebrating the Lake Park centennial.

**Committee Member Leduc** suggested creating a brochure or booklet that contains a timeline of the history of the Town that could be available throughout the year. She suggested beautification of Park Avenue by wrapping the Florida Power and Light power boxes. Special Events Director Franks explained that the Town tried to do so several years ago and faced several issues in the process. Committee Member Leduc suggested that it might be too late to have volunteer artists create a mural for the centennial.

**Committee Member Motschenbacher** suggested a community clean-up event throughout the year. This would create a united effort to clean Lake Park before the events begin. She asked for a status of the 5K Event mentioned earlier in the evening by Judith Thomas. Ms. Thomas explained that the event was currently in the application process. Board Member Motschenbacher suggested a scavenger hunt be held in conjunction with one of the events. She suggested using a Request for Qualification or Proposal process to have artist paint murals on Town owned properties. Chair Linden explained that there were Town Ordinances, which needed to be cleared in order to move in that direction.

**Town Manager D'Agostino** was absent.

**Chair Linden** stated that the mural at The Black Box would be expiring soon. He asked if the Committee would be interested in having a section of the mural represent the centennial. The Committee agreed. Special Events Director Franks explained that the building has a new owner and there have been issues with the new owner. Chair Linden stated that he would speak with the owner. He described the City of Rivera Beach Centennial Celebration held the prior week. He explained that their catamaran tour was very successful. He explained that Freedom Boat Club could work with the Committee on offering tours along the intercostal. The next meeting was scheduled for Tuesday, July 5, 2022. He thanked everyone for attending.

**Commissioner Michaud** suggested beginning the marketing process now rather than waiting until next year.

**Commissioner Taylor** had no comments.

**Mayor O'Rourke** was absent.

Special Events Director Franks asked that everyone keep in mind that some of the ideas would not be possible. She explained that staff would still be working on the on-going monthly events and project. She reminded everyone that the Town currently receives sponsorships for backpacks and did not want to jeopardize receiving those sponsorships due to the centennial. Commissioner Michaud asked if the funds for the centennial were combined with other sponsorship funding. Special Events Director Franks stated that Finance would set up a separate account for the centennial funds.

**ADJOURNMENT**

There being no further business to come before the committee and by unanimous vote, the meeting adjourned at 8:18 p.m.

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Chair/Commissioner, John Linden

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Town Clerk, Vivian Mendez, MMC

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2022

# EXHIBIT A

## CENTENNIAL CELEBRATION IDEAS

COMMUNITY EVENTS	HOLIDAY EVENTS
Centennial Celebration in Kelsey Park	4th of July Celebration
Time Capsule Ceremony	Birthday Party for Harry Kelsey
Summer Block Party	Easter Eggstravaganza
Great American Cleanup	Arbor Day Ceremony
Town Wide Scavenger Hunt	
Ribbon Cutting Ceremony - Monument Signs	
Character Book Reading in Library	
Dog and Cat Show	
Centennial Carnival	
BREAKFASTS/LUNCHEONS/GALAS	RECREATION EVENTS
Fundraising Gala	Battle of the Badges Kickball Game
Roaring 20's Themed Gala	Pickleball Tournament
Silent Auction	Tennis Tournament
Senior Luncheon	First Responder Softball Game
Veterans and First Responder Breakfast	5K Walk/Run
Coffee with The Mayor and Commissioners	
Centennial Book Unveiling Gala	
Church Fellowship Breakfast or Luncheon	
Senior Prom	
Business Breakfast or Luncheon	
TOURS & PARADES	LIBRARY
Historic Bicycle Tour	New Centennial Library Cards
Self Guided Walking Tour	Prizes for the 1st Customer on the 16th
Holiday Historic Home Tour	Historical Timeline Throughout Library
History Tour in Library	Unveiling: Historical Timeline Throughout Librari
Multicultural Parade on Park Avenue	Sell Library Blankets
Pet Parade on Park Avenue	
ART & MUSIC FESTIVALS	OTHER ACTIVITIES
Art on Park Event on Park Avenue	Create Centennial Logo
Street Painting Festival on Park Avenua	Sale Centennial Merchandise
Concert in Kelsey Park (Music Over The Decades)	Lake Park Centennial Book
Theater Event at The Black Box	Sell Historical Blanket
Music Fest on Park Avenue	Map of Industrial Area
	Decorate Poles and Trees on Park Avenue
	Replace Street Signs
	Clean White Street Markers
	Implement Historic Home Markers
	Most Improved Swale Contest
	QR Codes with Historical Information
	Centennial Related Social Media Posts





## **EXHIBIT B TOWN OF LAKE PARK PROPOSED CENTENNIAL CELEBRATION EVENTS & ACTIVITIES**

### **JANUARY 2023**

#### **CENTENNIAL KICKOFF CONCERT – FRIDAY, JANUARY 27, 2023**

The proposed Centennial Kickoff Concert will be held on Friday, January 27 in conjunction with the Town's monthly Sunset Celebration from 6:00 pm – 9:00 pm at the Lake Park Harbor Marina. The event will include a full cash bar, happy hour prices, and a variety of food, arts & crafts vendors and live music. To commemorate the Town's Centennial we will unveil the new Town of Lake Park logo with as well as the official Town of Lake Park Centennial Merchandise. Attendees will have the opportunity to purchase Commemorative Centennial items such as t-shirts, hats, mugs and tote bags. The final list of item will be decided by the Centennial Celebration Committee at a future meeting date.  
TOTAL ESTIMATED COST - \$5,000.00

### **FEBRUARY – MARCH 2023**

#### **HISTORICAL HOMES TOUR**

The proposed historical tour of homes and can occur on a suggested date in February or March. Participants can either walk, bike and we can rent a trolley. The Centennial Celebration Committee can coordinate the tour with the Historical Society. In the past, the Historical Society coordinated a very successful Historic Homes Tour that was led by Diane Sophinos. We can invite the members of the Historical Society to a future Centennial Celebration Committee Meeting to discuss the details.  
TOTAL ESTIMATED COST - \$3,000.00

#### **BATTLE OF THE BADGES CENTENNIAL EDITION**

The proposed Battle of the Badges Kickball Game in honor of Palm Beach County Sherriff's Office District 10 (PBSO) and Palm Beach County Fire Rescue Station 68 (PBCFR) can be held on a Saturday in February or March from 10:00 am – 1:00 pm at Bert Bostrom Park. Deputy Adam Pozsonyi has already spoken with PBSO and PBCFR regarding the event and they have made several suggestions. This includes, scheduling different sporting events throughout the day (kickball, flag football, soccer) and including local students as game participants. The event will also feature a community BBQ food vendors, games, entertainment and a Touch-A-Truck section from Palm Beach County Sheriff's Office and Palm Beach County Fire Rescue including specialty vehicles, SWAT, K9, Bomb Squad and the Mounted Unit. We can invite Deputy Adam Pozsonyi to a future Centennial Celebration Committee Meeting to discuss the event details.  
TOTAL ESTIMATED COST - \$5,000.00

### **HARRY KELSEY BIRTHDAY PARTY**

The proposed birthday party for Harry Kelsey can be held on Sunday, March 26 at the Evergreen House or the Mirror Ballroom. This event can be organized in conjunction with the annual event that is held by the Historical Society. We can invite the members of the Historical Society to a future Centennial Celebration Committee Meeting to discuss the details.

TOTAL ESTIMATED COST - \$2,000.00

## **APRIL 2023**

### **CENTENNIAL EASTER EGGSTRAVAGANZA – SATURDAY, APRIL 8, 2023**

The Town of Lake Park will host our annual Easter Eggstravaganza on Saturday, April 8, 2023 from 10:00 am – 1:00 pm in Kelsey Park. The event will include egg hunts for children 3-10 years old and prizes for each category, free photos with the Easter Bunny, children's activities, music, food, raffle prizes, face painting and much more. To incorporate the Centennial into the existing event, we will have 100 Golden Eggs (with the Centennial Logo) hidden within the egg hunts. Each egg will have a \$1.00 bill hidden inside.

TOTAL ESTIMATED COST - \$8,000.00

### **ARBOR DAY CENTENNIAL CEREMONY – FRIDAY, APRIL 28, 2023**

The Town of Lake Park will host its annual Arbor Day Celebration ceremony on Friday, April 28, 2023 from 10:00 am – 12:00 am. To commemorate the Town's Centennial, we will plant a tree in Kelsey Park along with a commemorative plaque. The plaque can include the names of the current Town Commission and Town Manager.

TOTAL ESTIMATED COST - \$2,000.00

## **MAY - OCTOBER 2023**

### **ART ON PARK AVENUE CENTENNIAL FESTIVAL**

In support of the Town's Centennial, the Community Redevelopment Agency can host an art festival on Park Avenue. This event will showcase various arts and crafts products, such as clay, digital, fiber, glass, jewelry, mixed media, painting, photography, printmaking, drawing, sculpture, wood, acrylic, oils and more. The event will also include continuous live entertainment from some of the best south Florida bands around. As well as, festive food and drink vendors including craft beer and wine. Funds (vendor fees) raised for the event will go towards the Town's Centennial Celebration event in November.

TOTAL ESTIMATED COST - \$50,000.00

### **MONUMENT SIGNS RIBBON CUTTING CEREMONY**

As part of the Town's rebranding process, staff would like to re-design the Town's monument signs. This can be an opportunity to have a proposed Ribbon Cutting Ceremony to display the new sign design. The event can take place on a Friday morning in the month of September to remember the devastating Hurricane of 1928.

TOTAL ESTIMATED COST - \$2,000.00

## **TOWN OF LAKE PARK CENTENNIAL GALA**

The proposed Centennial Gala in the Mirror Ballroom can be held on a Saturday in the month of October. The gala will include dinner, entertainment, and a program. This event can also serve as the unveiling of the Town of Lake Park Centennial Commemorative Book. Event tickets will be \$100.00 per person and will be sold on a first-come, first-serve basis. Books will be available for purchase at the event. Funds raised for the event will go towards the Town's Centennial Celebration event in November.

TOTAL ESTIMATED COST - \$15,000.00

## **LIBRARY EVENTS & ACTIVITIES**

The Town of Lake Park Public Library can hold a Ribbon Cutting Ceremony in honor of the Centennial Historical Timeline Display that will be located in the Library. The timeline will be mounted on poster boards and set on easels throughout the Library. We can invite the Library staff to a future Centennial Celebration Committee Meeting to discuss the details.

TOTAL ESTIMATED COST - \$5,000.00

# **NOVEMBER 2023**

## **CENTENNIAL TIME CAPSULE CEREMONY – THURSDAY, NOVEMBER 16, 2023**

The Park Avenue Clock Tower was completed during the celebration of the Town's 75<sup>th</sup> Anniversary. During that celebration, a time capsule was buried at the Clock Tower on November 16, 1998. It is to be opened on Thursday, November 16, 2023. We can have a ceremony at the Park Avenue Clock Tower to open the time capsule and replace it with a new one. The ceremony can be held from 6:00 pm – 8:00 pm. We can block off Park Avenue to have a safe event.

TOTAL ESTIMATED COST - \$5,000.00

## **CENTENNIAL CELEBRATION - SATURDAY, NOVEMBER 18, 2023**

The Centennial Celebration can be the final event of the year. It can take place on Saturday, November 18 in Lake Shore Park. (Kelsey City was incorporated on November 16, 1923) The event will include continuous live entertainment, festive food & drink vendors, carnival games, bounce house and special presentations. The event will conclude with a special fireworks display in Lake Shore Park.

TOTAL ESTIMATED COST - \$75,000.00



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 6/7/2022

**Cards must be submitted before the item is discussed!!**  
**\*\*\*Three (3) minute limitation on all comments**

Name: Judith Thomas

Address: Jasmine Drive

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:  
Art on Park Avenue

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

**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.



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 6/7/2022

**Cards must be submitted before the item is discussed!!**  
**\*\*\*Three (3) minute limitation on all comments**

Name: Judith Thomas

Address: Jasmine Drive LP 33403

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: 15' 11' 11'



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 6-2-22

**Cards must be submitted before the item is discussed!!**  
**\*\*\*Three (3) minute limitation on all comments**

Name: Rick Goossen

Address: 410 9th St

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:  
JANUARY BUDGET

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

**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.



TOWN OF LAKE PARK  
PUBLIC COMMENT CARD

MEETING DATE: 6/7/2022

**Cards must be submitted before the item is discussed!!**  
**\*\*\*Three (3) minute limitation on all comments**

Name: Judith Thomas

Address: Jasmine Drive

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:

# **New Business**

# TAB 2



**Town of Lake Park Centennial Celebration Committee**

**Agenda Request Form**

**Meeting Date: July 5, 2022**

**Agenda Item No.**

**Agenda Title: Town of Lake Park Budget and Purchasing Policy Discussion**

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
- NEW BUSINESS**
- OTHER: DISCUSSION
- CONSENT AGENDA
- OLD BUSINESS

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

**Name/Title**

<p><b>Originating Department:</b></p> <p style="text-align: center;"><b>Special Events</b></p>	<p>Costs: \$ <b>0.00</b></p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p><b>Attachments:</b></p> <p><b>Exhibit A – Town of Lake Park Purchasing Policy</b></p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> <b>Not Required</b></p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone_ _____</p> <p>OR</p> <p>Not applicable in this case <i>RCF</i></p> <p><b>Please initial one.</b></p>

**Summary Explanation/Background**

The Special Events Director (Riunite Franks) met with John D’Agostino (Town Manager), Bambi Turner (Assistant Town Manager/HR Director, Jeffrey Duval (Finance Director) and Janet Perry (Assistant to the Town Manager) to discuss the Town’s upcoming fiscal year budget of October 1, 2022 – September 31, 2023. The Special Events Director presented the Proposed Centennial Celebration Events & Activities to be considered for the new budget. Currently, the total amount that will be proposed to the Town Commission is \$200,000.00. Beginning in August of 2022, the Town Manager will have one-on-one meetings with the Town Commission to discuss the proposed FY 2022-2023 Town Budget. Once the budget is passed by the Commission, Town staff will begin making purchases for the Centennial Celebration in accordance with the current Town Purchasing Policy.

The Town of Lake Park Purchasing Policy states that \$35,000.00 is the threshold at which a formal competitive solicitation process shall be used, unless as otherwise provided for herein. A formal competitive solicitation process shall be employed for all invitations to bid, request for proposals, request for qualifications, or request for information. When employing these formal competitive solicitations,



the invitation or request shall be published such that it is available simultaneously to all Offerors and shall include the time and date for the Town's receipt of bids, proposals, and replies. All formal competitive solicitations shall include provisions relating to compliance with the regulations of the Palm Beach County Office of The Inspector General.

For goods and services with a value greater than \$10,000.00, but less than \$35,000.00, 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).

For goods and services with a value between \$5,000.00 and \$9,999.00 at least three (3) written quotes shall be solicited.

For goods and services with a value between \$1,501.00 and \$4,999.00, the town shall solicit at least three (3) verbal quotes.

**Recommended Motion:** No Motion is required.

**ORDINANCE NO. 09-2019**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REPEALING IN ITS ENTIRETY CHAPTER 2, ARTICLE V, DIVISION 2, ENTITLED "PURCHASING", AND REPLACING AND READOPTING IT AS REVISED DIVISION 2; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park, Florida ("Town") is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

**WHEREAS**, it is necessary and appropriate for the Town to update and establish procedures and methods for procurement to be followed by the Town regarding its purchase goods and services; and

**WHEREAS**, the use of competitive procurement methods generally obtains the best price and maximize the value of public funds in procurements; and

**WHEREAS**, the procurement methods and procedures applied herein would provide a fair and equitable process for the treatment of persons and entities who seek to provide goods and/or services to the Town, and also would maintain quality and integrity in the administration of the procurement of goods and services; and

**WHEREAS**, the Town Manager has recommended to the Town Commission that it update Chapter 2, Article V, Division 2 pertaining to the procurement of goods and services.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, THAT:**

**Section 1.** The whereas clauses are incorporated herein as true and correct, and are the legislative findings of the Town Commission.

**Section 2.** Chapter 2, Article V, Division 2, is hereby repealed in its entirety and is replaced with a new Division 2, as follows:

**DIVISION 2. PURCHASING**

**Sec. 2-241. General purpose.**

The purpose of this division is to promote efficient procedures for the purchase of goods and services; to provide for a fair and equitable process for businesses and persons who seek to provide goods or services to the Town; and to maximize the value of public funds. The procurement of goods and services shall be conducted by adhering to the highest standards of ethics, professionalism and impartiality.

**Sec. 2-242. Definitions.**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Amendment:* A modification, deletion or addition to an executed contract by means of a formally executed document signed by both parties.

*Bid:* A formal written price offer by a Offeror to the town to furnish specific goods and/or services in response to an invitation to bid.

*Bid award:* A contract and/or purchase order to the selected Offeror to provide specific commodities and/or services to the town for which funds have been appropriated by the Commission.

*Bid criteria:* The basis upon which the town will rely to determine acceptability of a bid, as stated in the bid, including, but not limited to, inspection, testing, quality, workmanship, delivery, price, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total cost or life cycle costs.

*Certificate of contract completion:* A form which indicates that a project has been satisfactorily completed and the Offeror has paid all labor, materials and other charges against the project in accordance with the terms of the contract.

*Certificate of insurance:* A document which shows proof of insurance, coverage, types and amounts.

*Change order:* A written instrument issued on or after the effective date of the formal written contract or purchase order which, when duly executed by the town and Offeror, amends the contract documents to provide for a change in the work or in the provisions of the contract documents, or changes in contract price or contract time, or any combination thereof.

*Commodities:* As defined in § 287.012(5), F.S.

Consultants Competitive Negotiation Act: As defined in § 287.055, F.S. and which is only applicable to the acquisition of architectural, engineering, landscape architectural or surveying and mapping services. Note: as defined therein this statute applies where the estimated cost of the professional services associated with planning or study activity exceeds \$35,000.00, or where the estimated project construction cost exceeds \$325,000.00.

Continuing contract: A “continuing contract” is as defined in F.S. Section 287.055(g).

Cooperative purchasing: A form of intergovernmental cooperative purchasing in which an entity will extend the price and terms of a contract entered into by a larger entity. Generally, a larger entity will competitively award a contract that will include language allowing for other entities to utilize the contract which may be to their advantage in terms of pricing, thereby gaining economies of scale that normally they would not receive if they competed on their own.

Debarment: The exclusion, for cause, of an Offeror from bidding and/or receiving a contract to do business with the town.

Design-build contract: The solicitation for design services and construction pursuant to which a single contract is entered into for a capital improvement construction project.

Designee: A duly authorized representative of a person, business organization, or governmental agency.

Estimate: A stated expectation of price based upon time, quantity or other qualifiers.

Evaluation committee: A committee comprised of town employees established for the purpose of evaluating bids and proposals submitted in response to requests for proposals for purchases with an estimated cost exceeding \$35,000.00.

Invitation to bid: The process to be used when the scope of work for a contractual service can be clearly defined or when specifications for the required goods can be precisely defined.

Minority business enterprise (certified): A business as defined by § 288.703 (1), F.S.

Minority person: A person as defined by § 288.703, F.S.

Notice to proceed: A written notification from the town to an Offeror to establish and authorize an Offeror to commence work under the provisions of the contract.

Offeror: A business or individual responding to an Invitation to Bid, Request for Qualifications, or Request for Proposals.

Originating department: The town department issuing an invitation to bid, request for proposals, statement or qualifications.

Palm Beach County Merchant: A merchant whose primary place of business is located within the boundaries of Palm Beach County, Florida, and who has had a valid Palm Beach County Local Business Tax Receipt and has been operating its business for at least one (1) year prior to the issuance of the invitation for bids or request for proposals.

Person: Any business, individual, union, committee, club, or organization, or group of individuals.

Procurement: Buying, purchasing, renting, leasing or otherwise acquiring any commodities and/or services for public purposes in accordance with state or town law. It includes, but is not limited to, all functions which pertain to the obtaining of any supplies, materials, equipment and/or services including construction projects and capital improvement projects, as defined herein, required by the town.

Professional medical services: The procurement of any medical functions not covered by insurance, including but not limited to pre-employment physicals, random drug screening, medical consultations, and the contractual employment of the medical director for the county fire department.

Project manager: A person designated by the Purchasing Agent to manage and to ensure compliance with contracts which he/she originates.

Proposal: An executed formal document submitted by an offeror to the town stating the goods and/or service offered to satisfy the need as described in a request for proposals (RFP), request for statement of qualifications (RFQ) or a request for information (RFI).

Public entity crime: A violation as defined in § 287.133(1)(g), F.S..

Public notice: The required notification or advertisement of an invitation to bid, request for proposal, or other competitive solicitation provided for in this division, to be given to prospective Offerors which may, at a minimum, include:

- (i) Posting public notice on the town's website; and
- (ii) Notice in a newspaper of general circulation.

Purchasing agent: The town manager, or his designee.

Request for a Quote: An oral or written request for written pricing or services, or commodities.

Request for letters of interest: A formal process whereby the town solicits written proposals from a pool of Offerors to provide services who will be listed as qualified and eligible to submit responses to a request for proposals or an invitation to bid.

Request for proposal: A written or electronically posted solicitation for competitive sealed proposals.

Request for information: A written or electronically posted request made by an agency to Offerors for information concerning commodities or contractual services.

Responsible Offeror. An Offeror who is determined to have the qualifications, integrity, reliability and capability in all respects to fully perform in accordance with the requirements of an invitation to bid, request for proposals, qualifications, or statements.

Responsive bid, proposal, or reply. A bid, or proposal, or reply submitted by an offeror which conforms in all material respects to the solicitation.

Specification: A concise statement of terms, conditions and a set of requirements to be satisfied by a product, material, service, or process used in an invitation for bids, request for proposals, and request for qualifications. It may include a description of any requirement for inspecting, testing, or preparing a commodity, service, or construction item for delivery.

Surety: A form of bid security in the form of cash, certificate of deposit, cashier's check, or irrevocable letter of credit.

Suspension: The temporary debarment of an Offeror for up to three years.

Veteran business enterprise: Any business which meets the definition of § 295.187 (3), F.S. and which has been certified by the Florida Department of Management Services.

### **Sec. 2-243. Local Preference.**

The town may give preference to proposals for goods and services received from Offerors whose business is located within the corporate limits of the town where price, quality and other relative factors offered by other Offerors are comparable.

### **Sec. 2-244. Exemptions.**

This division shall not apply to:

1. The procurement of dues and memberships in trade or professional organizations; registration fees for trade and career fairs, subscriptions for periodicals and newspapers; advertisements; postage; legal and mediation services; professional medical services; services associated with the purchase or sale of real property; abstracts of title for real property; title searches and certificates; title insurance for real property; real estate appraisal services; water, sewer, telecommunications and electric utility services; copyrighted materials or patented materials including, but not limited to, technical pamphlets, published books, maps, testing or instructional materials; fees and costs of job-related seminars and training; admission fees for parks and entertainment activities included in Town recreational programs;
2. Agreements between the town and other government or nonprofit organizations that provide for the transfer, sale, or exchange of goods and services.
3. Goods purchased with petty cash or town procurement cards in accordance with the town's petty cash and procurement card procedures;
4. Items purchased for resale to the general public; for example supplies for a Town-owned concession area.
5. Purchase of food items;
6. Artistic services or works of art;

7. Travel expenses, hotel accommodations and hotel services;
8. Entertainment or entertainment-related services for town sponsored events;
9. Purchase of motor vehicle license plates from a governmental agency;
10. Persons or entities retained as "expert witnesses" pertaining to anticipated, threatened or actual litigation;
11. Educational or academic programs;
12. Recreational instructors and sports officials;
13. Proprietary software applications; and
14. Full or part-time contractual employees or independent contractors.; and
15. Any services identified in §287.05, F.S. as may be amended from time to time as being exempt from competitive bid/request for proposal requirements.

Provided, however, that these exemptions shall not preclude the town from procuring such goods and/or services using the procedures listed in this article.

**Sec. 2-245. Organization.**

Except as otherwise provided herein, the Purchasing Agent or his designee as the town's Purchasing Agent shall be ultimately responsible for the procurement of all goods and services.

The Purchasing Agent shall:

1. Administer the purchasing functions of the town.
2. Implement the policies and procedures for the procurement of goods and services established in this division and applicable state law.
3. Purchase or contract for goods and services in accordance with provisions of this division.
4. Ensure that funds have been budgeted and appropriated prior to the execution of contracts or issuance of purchase orders for the procurement of goods and services.

**Sec. 2-246. Thresholds for the procurement of goods and services.**

The town commission hereby establishes \$35,000 as the threshold at which a formal competitive solicitation process shall be used, unless as otherwise provided for herein. A formal

competitive solicitation process shall be employed for all invitations to bid, request for proposals, request for qualifications, or request for information. When employing these formal competitive solicitations, the invitation or request shall be published such that it is available simultaneously to all Offerors and shall include the time and date for the town's receipt of bids, proposals, and replies. All formal competitive solicitations shall include provisions relating to compliance with the regulations of the Palm Beach County Office of Inspector General.

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).
2. For goods and services with a value between \$1,501 and \$4,999, the town shall solicit at least three (3) verbal quotes.
3. For goods and services with a value between \$5,000 and \$9,999 at least three (3) written quotes shall be solicited.
4. For the purchase of goods and services of less than \$2,500, the originating department may use a field purchase order (FPO). It is the responsibility of the originating department to ensure that items are obtained at a competitive price, and that the department has not exceeded the line-item budgetary appropriation for the items purchased. The originating department shall not use field purchase orders to make more than one purchase of the same item within five business days if the total cost is more than \$2,500.00.
5. Purchase orders or contracts for goods or services with a value less than \$7,500 must be approved by a department director and the Purchasing Agent.
6. In lieu of using blanket written purchase orders for small dollar value purchases of less than \$1,000.00, departments are authorized to use electronic purchasing media, including bank issued purchasing cards (credit cards). The Purchasing Agent or designee shall establish policies and procedures to ensure adequate internal controls for the use of the cards.

**Sec. 2-247. Competitive sealed solicitation process.**

(a) Unless otherwise provided herein, goods and services with a value of less than the threshold established in section 2-246 shall be procured through an informal competitive solicitation process to the extent practicable by soliciting quotes, or by using the alternative source selection methods specified in section 2-249.

1. Invitation to Bid: The bid process shall be used when the scope of



work for a contractual service can be clearly defined or when specifications for the required goods can be precisely defined.

2. Request for Proposals (RFP): A RFP shall be used when the purposes and uses for which the goods, group of goods, or contractual services can be defined and various combinations or versions of the goods and contractual services may be proposed by an Offeror to meet the specifications of the solicitation document.
3. A RFP shall include terms and conditions, the scope of work, evaluation criteria and relative importance of price and other evaluation criteria, and whether an awarded contract is eligible to be renewed.
4. A contract may be awarded to the responsible and responsive proposer whose proposal is determined to be the most advantageous to the town, taking into consideration the price and other evaluation criteria set forth in a RFP.

**(b) Services Governed by the Consultants' Competitive Negotiation Act**

The procurement of professional architectural, engineering, landscape architectural, or surveying and mapping services shall be conducted in accordance with the requirements of §287.055, F.S., entitled the "Consultants' Competitive Negotiation Act."

**(c) Other Professional Services**

The procurement of professional services not governed by the Consultants Competitive Negotiations Act shall be solicited in accordance with the Invitation to Bid, RFP or RFQ.

**(d) The competitive sealed proposal solicitation process shall provide for:**

1. Public notice. Public notice of an invitation to bid, RFP or RFQ shall be given in the same manner as provided for competitive sealed bidding except all Invitations to Bid, RFPs or RFQs. The public notice shall allow at least 30 days for the submission of proposals unless the Purchasing Agent or designee determines that a notice of less than 30 days is in the best interests of the town. The public notice shall state the place, date and time where proposals are required to be submitted, and of the opening of proposals.
2. Submission. Proposals shall be submitted to the town no later than the specified time and date and at the location specified in the Invitation to Bid, RFP or RFQ. No proposal shall be accepted after such time, or at any other location than specified; any proposal received after the specified time and date, or to any location other than the location specified in the notice shall be returned unopened.
3. Proposal cancellation or postponement. The Purchasing Agent or designee may, prior to the due date of the RFP or RFQ, elect to extend, cancel or postpone the date and/or time for the submission of a RFP or RFQ. In such situations an addendum, or a notice of cancellation shall be issued.

**(e) Cone of Silence.**

An offeror shall not communicate with any elected or appointed town official or employee other than a person listed in the document soliciting bids or proposals prior to the time an award has been made by the town commission. Any communication between the offeror and the town shall be submitted to the office of the town clerk, or of the official referenced in an Invitation to Bid, RFP or RFQ. Any violation of the Cone of Silence imposed herein shall be grounds for the disqualification of an offeror.

**(f) Proposal evaluation.**

Proposals may be evaluated by an evaluation committee, which shall have not less than three voting members and shall be composed as follows: the originating department director who in conjunction with the Purchasing Agent appoints the chair and other members of the committee.

An award shall be made to the most responsive, responsible offeror whose proposal is determined to be the most advantageous to the town in accordance with the evaluation criteria contained in the Invitation to Bid, RFP, or RFQ. The evaluation of proposals shall be in accordance with the procedure established in an Invitation to Bid, RFP or RFQ.

**(g) Award.** Notice of the intent to award, along with a tabulation of the results of an evaluation, shall be posted by the town clerk on the town's website at least five business days prior to the commission's consideration of an award. The town clerk shall also provide all offerors affected by the proposed award written notice of the intent to award by email at the same time as the notice of intent to award is posted on the town's website.

**(h) Continuing services contracts:**

1. If there are two or more consultants which have been retained pursuant to a continuing services contract, the Purchasing Agent and department director of the originating department shall determine which firm is the most qualified to provide the required services.
2. The town may select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the town shall consider such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; and, recent, current, and projected workloads of the firms.

**Sec. 2-248. Responses to competitive solicitations.**

General solicitations:

1. A response to a competitive solicitation shall be submitted to the town clerk in a sealed envelope no later than the time and date at the location specified in the solicitation. Any response received after the deadline established in the solicitation, or which is submitted at a location other than at the location specified

in the solicitation shall be deemed unresponsive and shall be returned unopened to the offeror. It shall be the offeror's sole responsibility to ensure that its response reaches the specified place for receipt of responses to solicitations and by the time specified in the solicitation document. The town shall bear no responsibility for any failure of the U.S. Postal Service, other courier service or a town employee to successfully deliver a response, or for a mistake in the delivery of a response to a location other than the location designated in the solicitation.

2. Responses to the solicitations shall be accepted from all qualified offerors except as otherwise provided herein and shall be evaluated based on the requirements set forth in the solicitation.
3. The town may, at any time and in its sole discretion, reject all responses to solicitations and may or may not choose to seek solicitations in the future.
4. Responses to solicitations shall be opened publicly in the presence of one or more witnesses at the time and place specified in the solicitation. The town clerk or the clerk's designee shall officiate at the opening of competitive solicitations, and shall announce and record the name of each offeror, if appropriate, recite the amount of each offeror's response and such other information related to the solicitations as is appropriate.
5. All responses to solicitations shall become public records and shall be subject to public disclosure once opened.
6. An offeror may withdraw a response to a solicitation prior to date and time designated in the solicitation for their opening. If an offeror withdraws its response after the deadline established of a competitive solicitation, the purchasing agent may suspend an offeror from participating in any future town solicitations for up to three years.

7. Construction project solicitations:

The procurement of contractors for the town's construction projects shall follow the competitive sealed bid process outlined in § 2-247.

1. Bid security shall be required for all competitive sealed bidding for town construction projects where the cost of construction is estimated to exceed \$100,000.00 in the form of a bid bond executed by a surety company authorized to do business in the State of Florida. Alternatively, cash in the form of a certificate of deposit, cashier's check, or irrevocable letter of credit, may be tendered in lieu of the bid bond. The Purchasing Agent may require bid security for construction contracts of less than \$100,000.00 as determined in the discretion of the Purchasing Agent. The amount of the bid security shall be in an amount deemed sufficient by the Purchasing Agent to ensure bid compliance but in no event shall the bid security be less than five percent of the bid amount.

2. Any person, firm or entity that enters into a written construction contract exceeding \$100,000.00 shall execute and deliver to the town, prior to, or concurrent with, the execution of the contract, a performance bond, in an amount equal to or greater than 100 percent of the contract price, . The bonds shall be issued by a surety insurer authorized to do business in the State of Florida as a surety. At the discretion of the Purchasing Agent, any person or entity entering into a construction contract which is for \$100,000.00 or less may be exempted from executing the payment and performance bond.
3. The surety must state on its front page: the name, principal business address, and phone number of the Offeror, the surety, the owner of the property being improved, and, if different from the owner, the contracting public entity; the contract number assigned by the contracting public entity, and a description of the project sufficient to identify it, such as a legal description or the street address of the property being improved, and a general description of the improvement. Such surety shall be conditioned upon the Offeror's performance of the construction work in the time and manner prescribed in the contract and promptly making payments to all persons defined in F.S. § 713.01, as amended, who furnish labor, services, or materials for the prosecution of the work provided for in the contract.
4. If at any time after the execution of the contract and the surety, the town deems the surety or sureties upon such surety to be unsatisfactory or, if for any reason such surety cease to be adequate to cover the requirements of the contract, the town may require the Offeror, at its sole expense and within five days after the receipt of notice from the town, to furnish an additional surety in such form and amount and with such surety as shall be satisfactory to the town. In such event, no further payment to the Offeror shall be deemed to be due under the contract until such new or additional security shall be furnished in manner and form satisfactory to the town as to protect the interests of the town and ensure the payment of persons supplying labor and materials under the contract.
5. Nothing herein is intended to prohibit the acceptance of a voluntary reduction in price from the top ranked offeror after recommendation to award bid to that offeror, provided such reduction is not conditioned on, or does not result in, the modification or deletion of any specifications or conditions contained in the offeror's response to the solicitation.

**Sec. 2-249. Alternative Source Selection:**

1. Cooperative purchases: Purchases utilizing contracts of other entities: Notwithstanding any requirements of this division, the purchase of goods and services under a contract with a federal, state or municipal government or any other governmental agency, political subdivision, or government-related association for the same scope of services may be made providing that the originating entity utilized a competitive process substantially similar to that used by the Town.

2. Emergency Purchase: The Purchasing Agent may authorize an emergency purchase when a declaration of emergency has been issued or there is a threat of other substantial or potential loss to the Town that requires urgent action.
3. Sole and Single Source Purchases: The Purchasing Agent may make or authorize the purchase of goods and services without competitive solicitation when the director of the department requesting the purchase has documented in writing and provided information supporting the fact that the goods or service requested is the only item that meets the specified requirements and the goods or service is only available through one (1) source.

**Sec. 2-250. Contract document.**

**a. Contracts:**

1. The procurement of goods or services shall be evidenced by a written contract or purchase order.
2. Contracts may be renewed or extended for a period not exceeding three (3) years, during the term, or upon the expiration of the term of the original contract.
3. Contract administration shall be the responsibility of the originating department with oversight by the Purchasing Agent.
4. Contract change orders shall be authorized in writing subject to Chapter 2, Article III, Section 2-82 setting forth the purchasing authority of the Purchasing Agent provided that the change does not materially alter the character of the work contemplated by the contract and sufficient budgeted funds are available.

**Sec. 2-251. Protested solicitations and awards.**

1. Right to protest. Any actual or prospective offeror that is aggrieved in connection with a pending award of a contract may protest to the town's Purchasing Agent in accordance with the following procedures.

The formal written protest must then be filed at the office of the Purchasing Agent no later than 5:00 p.m. Eastern Standard Time, within five business days after the date of Posting of the Notice of Intent to Award. The formal written protest shall contain at a minimum the following information:

- i. Identification of the name, address and contact information of the protestant and the solicitation involved;

- ii. A brief, statement of the facts and the legal basis for the protest;
  - iii. Identification of any applicable statutes, or ordinance(s), or other legal authority(ies) which the protestant deems applicable;
  - iv. A written statement indicating the specific nature of the relief requested by protestant; and
  - v. Any written or physical materials, or objects which the protestant deems relevant to the protest.
- c. The formal written protest is considered timely filed upon its receipt by the Purchasing Agent within the time frame set forth herein. Failure to timely file a protest within the time specified herein shall result in relinquishment of all rights to protest an anticipated award.
- d. Offerors shall not attempt to influence, persuade or promote communicating with any town elected or appointed official, or employee regarding the merits of their protest other than as set forth herein. Any attempt to do so shall be cause for suspension of the right to respond to the town's solicitation of goods or services in accordance with subsection 2-252(a).
3. *Authority to resolve.* The Purchasing Agent shall convene the protest committee, which shall consist of the Purchasing Agent, department director of the originating department, and a third department director which shall render its decision. The protestant may appeal this decision by sending a written notice to the Purchasing Agent within five business days of the protest committee's written decision.
4. *Proceedings.* The protest committee shall meet in a public meeting. The town clerk shall give reasonable notice to all substantially affected offerors prior to the date scheduled to consider the appeal of the protest. Although it is a public meeting, the only individuals permitted to address the protest committee are those offerors who constitute the Protestant.
- a. At least five business days prior to the protest committee's proceeding, the protestant may submit any written or physical materials, objects, statements, affidavits, and arguments which the protestant deems relevant to the protest. In the proceeding, the protestant or its representatives may make an oral presentation pertaining to the protest. The members of the protest committee may make whatever inquiries of the deemed pertinent to assist them in their determination of the appeal of the finance director's decision.
5. *Stay of procurement during protests.* In the event of a timely protest, an award shall be postponed until the protest committee has rendered its written decision of the appeal.

**Sec. 2-252. Suspension and debarment.**

1. *Suspension.* An offeror may be suspended from submitting Invitations to Bid, RFPs or RFQs for five years from the date of the issuance of the procurement document and after all appeals have been exhausted for the following reasons:

- a. Offeror fails to fully comply with the conditions, specifications, or terms of a contract which has been awarded to the Offeror by the town;
- b. Offeror commits any fraud or provides false information in connection with a bid, quotation, proposal or contract with the town;
- c. Offeror is charged with the following crimes: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty. If charges are dismissed or the offeror is found not guilty, the suspension shall be lifted automatically upon written notification and proof of final court disposition provided by the offeror to town;
- e. Offeror becomes insolvent, as evidenced by proceedings in bankruptcy;
- f. Offeror violates the ethical standards set forth in local, state, or federal law;

2. *Debarment.* An offeror may be permanently debarred for the following reasons:

- a. Default or failure to fully comply with the conditions, specifications, drawings, or terms of a bid, proposal or contract with the town twice in any three-year period.
- b. Placement of the offeror on the convicted vendor list maintained by the Florida Department of Management Services within 36 months from the date of submittal of the bid or proposal.
- c. *Decision.* After the Purchasing Agent has determined there is cause to suspend or debar an offeror, the offeror shall be given written notice of the debarment and the reasons for the action taken.

**Sec. 2-253. Inspections and tests.**

1. The director of the originating department may inspect, or arrange for the inspection of all deliveries of supplies, materials, equipment or contractual services to confirm that they meet the specifications set forth in the bid documents and contract.
2. Any originating department may inspect deliveries made to it.
3. The director of the originating department may require chemical and/or physical tests or samples submitted with bids and samples of deliveries which are deemed

necessary to determine their quality and conformance with the specifications. For such tests, the Purchasing Agent shall have the authority to make use of any facilities of the town where such tests may be competently performed or an outside laboratory may be utilized. Should the product fail such testing, the town may require the offeror to pay the town for any expense incurred in testing.

**Sec. 2-254. Equal opportunity/minority and women business enterprise.**

1. The town shall use its best efforts to ensure that minority, women and veteran owned businesses shall have an equitable opportunity to participate in the town's procurement process and that no business shall be excluded from participation in, denied benefits of, or be otherwise discriminated against in connection with the award and performance of any contracts with the town because of race, color, religion, national origin, age, sexual orientation, gender, marital status, handicap or physical impairment.

**Sec. 2-255. Bid preferences.**

Except with regards to contracts to be reimbursed by the Federal Emergency Management Agency, the town shall provide in its Invitations to Bid, RFP, or RFQ, a five percent bid preference for:

1. Local merchants whose principal office is within the town's boundaries, and who have maintained a valid town business tax receipt for the previous two entire calendar years; or
2. Certified minority or Florida veteran owned business enterprises pursuant to the Florida Office of Supplier Diversity and to certified minority owned business as defined by § 288.703, F.S..

**Secs. 2-256--2-280. Reserved.**

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**Section 4. Codification.** The Sections of the Ordinance may be renumbered or re-lettered to accomplish such, and the word "Ordinance" may be changed to "section", "article", or any other appropriate word.

**Section 5. Effective Date.** This Ordinance shall take effect immediately upon adoption.



Upon First Reading this 30 day of October, 2019, the foregoing Ordinance was offered by Commissioner Flaherty, who moved its approval. The motion was seconded by Commissioner Michaud and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	_____
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	_____
COMMISSIONER ERIN FLAHERTY	<u>/</u>	_____
COMMISSIONER JOHN LINDEN	_____	<u>/</u>
COMMISSIONER ROGER MICHAUD	<u>/</u>	_____


**PUBLISHED IN THE PALM BEACH POST THIS 3 DAY OF November, 2019**

Upon Second Reading this 20 day of November, 2019, the foregoing Ordinance, was offered by Commissioner Flaherty, who moved its adoption. The motion was seconded by Vice-Mayor Glas-Castro and being put to a vote, the result was as follows:

	AYE	NAY
MAYOR MICHAEL O'ROURKE	<u>/</u>	_____
VICE-MAYOR KIMBERLY GLAS-CASTRO	<u>/</u>	_____
COMMISSIONER ERIN FLAHERTY	<u>/</u>	_____
COMMISSIONER JOHN LINDEN	<u>/</u>	_____
COMMISSIONER ROGER MICHAUD	<u>/</u>	_____

The Mayor thereupon declared **Ordinance No.** 09-2019 duly passed and adopted this 20 day of November, 2019.

TOWN OF LAKE PARK, FLORIDA

BY:   
Mayor, Michael O'Rourke

ATTEST:

Approved as to form and legal sufficiency:

  
Town Clerk, Vivian Mendez

  
Town Attorney, Thomas J. Baird



# TAB 3



**Town of Lake Park Centennial Celebration Committee**

**Agenda Request Form**

**Meeting Date: July 5, 2022**

**Agenda Item No.**

**Agenda Title: Proposed Centennial Celebration Sponsorship Levels**

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
- NEW BUSINESS**
- OTHER:
- CONSENT AGENDA
- OLD BUSINESS

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

Name/Title

<p><b>Originating Department:</b></p> <p style="text-align: center;"><b>Special Events</b></p>	<p>Costs: <b>\$ 0.00</b></p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p><b>Attachments:</b></p> <p><b>Exhibit A – Proposed Centennial Celebration Sponsorship Levels</b></p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> <b>Not Required</b></p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>OR</p> <p>Not applicable in this case <i>RCF</i></p> <p><b>Please initial one.</b></p>

**Summary Explanation/Background**

At the June 5, 2022 Centennial Celebration Committee Meeting, the members discussed their desire to obtain sponsors for the proposed listing of events and activities that would occur in 2023. The Special Events Department has worked with Town staff to create the Proposed Centennial Celebration Sponsorship Levels, as seen in Exhibit A. At this time, staff would like the Centennial Celebration Committee to provide feedback for each level. Also, if there is something that the Committee feels is missing from the sponsor levels please let us know.

**Recommended Motion:** No Motion is required.

**PROPOSED CENTENNIAL CELEBRATION SPONSORSHIP LEVELS**

<b>SPONSORSHIP OPPORTUNITY</b>	<b>TITLE SPONSOR (\$20,000.00+)</b>	<b>DIAMOND SPONSOR (\$10,000.00)</b>	<b>PLATINUM SPONSOR (\$5,000.00)</b>	<b>GOLD SPONSOR (\$2,500.00)</b>	<b>SILVER SPONSOR (\$1,000.00)</b>	<b>BRONZE SPONSOR (\$500.00)</b>	<b>COMMUNITY SPONSOR (\$100.00)</b>
Listed as Presenting Sponsor for Centennial Celebration on November 18, 2023	X						
Selection of Item to be Placed in New Time Capsule	X	X					
Centennial Celebration Sponsor Plaque	X	X	X				
Social Media Posts	3	2	1				
Listed as Sponsor in Press Releases and Public Announcement	ALL	SELECT	SELECT	SELECT			
Sponsor Tent at Centennial Celebration Kickoff Concert	10X10 TENT	10X10 TENT					
Sponsor Tent at Centennial Celebration on November 18, 2023	30X50 TENT	30X30 TENT	20X20 TENT	10X10 TENT	10X10 TENT	10X10 TENT	
Tickets for Centennial Gala	20 TICKETS	10 TICKETS	5 TICKETS	2 TICKETS	2 TICKETS		
Advertisement in Centennial Gala Program Book	FULL PAGE	FULL PAGE	HALF PAGE	QUARTER PAGE	EIGHTH PAGE		
Sponsor Name and/or Logo on Marketing Material (brochures, flyers, banners, signs)	Prominent Placement on All	Prominent Placement on All	Prominent Placement on Select	Prominent Placement on Select	Placement on Select	Placement on Select	Placement on Select
Sponsor Name and/or Logo on Town Website	Prominent Placement with Link to Company Website	Prominent Placement with Link to Company Website	Prominent Placement with Link to Company Website	X	X	X	X
Sponsor Name and/or Logo on Centennial Celebration T-shirt	Prominent Placement	Prominent Placement	Prominent Placement	X	X	X	X

# TAB 4



**Town of Lake Park Centennial Celebration Committee**

**Agenda Request Form**

**Meeting Date: July 5, 2022**

**Agenda Item No.**

**Agenda Title: Centennial Celebration Logo Discussion**

- SPECIAL PRESENTATION/REPORTS
- BOARD APPOINTMENT
- PUBLIC HEARING ORDINANCE ON \_\_\_\_\_ READING
- NEW BUSINESS**
- OTHER: DISCUSSION
- CONSENT AGENDA
- OLD BUSINESS

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

Name/Title

<p><b>Originating Department:</b></p> <p><b>Special Events</b></p>	<p>Costs: <b>\$ 0.00</b></p> <p>Funding Source:</p> <p>Acct. #</p> <p><input type="checkbox"/> Finance _____</p>	<p><b>Attachments:</b></p> <p><b>Exhibit A – Centennial Logo Examples</b></p>
<p><b>Advertised:</b></p> <p>Date: _____</p> <p>Paper: _____</p> <p><input checked="" type="checkbox"/> <b>Not Required</b></p>	<p>All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.</p>	<p>Yes I have notified everyone _____</p> <p>OR</p> <p>Not applicable in this case <i>RCF</i></p> <p><b>Please initial one.</b></p>

**Summary Explanation/Background**

At the June 5, 2022 Centennial Celebration Committee Meeting, the members discussed their desire to create a Centennial Celebration Logo that can be used as the visual representation of the scheduled events and activities. Town staff held an internal meeting on Wednesday, June 15 to discuss the logo. At this time, staff would like the Centennial Celebration Committee to provide feedback on the desired logo elements that should be included in the logo. This includes (but is not limited to) the Clock Tower, Town Hall, Kelsey Park Gates, 100 Years, the word Centennial, Town Logo, Dates of Centennial, Colors and Fonts to be used, Shape of the Logo etc. Once the elements are chosen, Town staff will work with a graphic artist to design three designs for the Centennial Celebration Committee to choose from. Town staff has provided the members with Exhibit A which includes several examples of logos that were used by other municipalities.

**Recommended Motion:** No Motion is required.

# CENTENNIAL LOGO EXAMPLES

