



## Cover Memorandum/Staff Report

---

**File #:** 23-314 CRA

**Agenda Date:** 4/23/2024

**Item #:** 7D.

---

**TO:** CRA Board of Commissioners  
**FROM:** Ashlyn Darden, Legal Advisor  
**THROUGH:** Renée A. Jadusingh, Executive Director  
**DATE:** April 23, 2024

### **SECOND AMENDMENT TO THE LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH SOD UNLIMITED, INC.**

#### **Recommended Action:**

1. Approve the Second Amendment to the Landscape Maintenance Services Agreement and
2. Authorize the CRA Board Chair to execute the Second Amendment and any related documents, in a form acceptable to the CRA Legal Advisor.

#### **Background:**

At the July 25, 2023, CRA Board meeting, the CRA Board awarded the Landscape Maintenance Services Agreement to Sod Unlimited, Inc.

Under the Agreement, the full scope of landscape maintenance services for CRA-owned and managed vacant and non-vacant properties, includes but is not limited to, mowing, trimming, edging, blowing, raking and/or sweeping, weed eradication, mulching, shrub pruning, tree, palm, and palmetto pruning, and pre- and post-work debris removal.

The Agreement provides that the CRA may add additional properties and additional services to the Agreement to be serviced by Sod Unlimited, Inc. via a written amendment.

At this time, two (2) additional CRA-owned properties need to be added to receive Landscape Maintenance Services:

1. 111 NW 11th Avenue
2. 102 NW 5th Avenue

At the time of issuing the Invitation to Bid for Landscape Maintenance Services (ITB), the CRA had not purchased the two above properties. The current total annual Agreement amount is \$93,480.

A quote was received from Sod Unlimited, Inc. to add the two (2) additional properties in the amount of \$35 per visit for 111 NW 11th Ave., and \$100 per visit for 102 NW 5th Ave. with each property being visited one (1) time per month. The total annual amount for both properties is \$1,620.

Additionally, due to individuals disposing of trash on CRA owned properties, the CRA received a quote from Sod Unlimited, Inc. to increase the frequency of trash pick-up on certain properties (24 properties). The quote is for \$80.00 per property for Sod Unlimited to visit each property daily for trash pick-up, the total amount added to the Agreement will be \$1,980.00 per month (\$23,760.00). The CRA also received a quote for bulk trash pick-up as individuals dispose of bulk items such as furniture and appliances on CRA owned property. The quote is for \$250.00 per bulk pick-up. If Sod Unlimited is required to perform bulk pick-up, they will notify the CRA and provide proof of such pick-up. Finally, the CRA received a quote for extra trash pick-up services, if the CRA requires Sod Unlimited to visit a property by request, this quote is for \$30.00 per extra pick-up services.

With the addition of the two (2) properties and the additional trash services, the total annual Agreement amount will be increased to \$118,860.

At this time, CRA staff is requesting the CRA Board approve the Second Amendment to the Agreement for Landscape Maintenance Services for the addition of the two (2) properties located at 111 NW 11th Avenue, and 102 NW 5th Avenue and the addition of additional trash services, thereby increasing the total Agreement amount from \$93,480 to \$118,860.

Further, CRA staff is requesting the CRA Board authorize the CRA Board Chair to execute the Second Amendment to the Landscape Maintenance Services Agreement, and any and all related documents for the Services in a form that is acceptable to the CRA Legal Advisor.

Attachments: Exhibit A - Agreement for Landscape Maintenance Services; Exhibit B - Second Amendment to Agreement for Landscape Maintenance Services; Exhibit C - Sod Unlimited Proposal for Additional Properties; Exhibit D - Sod Unlimited Proposal for Additional Trash Pick-Up

**CRA Attorney Review:**

The CRA Legal Advisor has drafted the Second Amendment.

**Finance Review:**

N/A

**Funding Source/Financial Impact:**

Funding has been allocated from GL#6303.

**Overall need within the Community Redevelopment Area from Delray Beach CRA**

**Redevelopment Plan:**

**Removal of Slum And Blight**

- Land Use
- Economic Development
- Affordable Housing
- Downtown Housing
- Infrastructure
- Recreation and Cultural Facilities