



Cover Memorandum/Staff Report

File #: 25-113 CRA

Agenda Date: 7/16/2025

Item #: 71.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Executive Director
DATE: July 16, 2025

APPROVAL OF SIXTH AMENDMENT TO THE LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH SOD UNLIMITED, INC.

Recommended Action:

Approve the Sixth Amendment to the Landscape Maintenance Services Agreement and authorize the CRA Board Chair to execute the Sixth Amendment and any and all related documents.

Background:

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

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

The First Amendment to the Original Agreement was approved on November 16, 2023, and added two additional properties to be serviced to Exhibit C of the Original Agreement, the list of CRA-owned properties that require landscape maintenance services.

The Second Amendment to the Original Agreement was approved on April 24, 2024, and added two additional properties to be serviced, and added additional trash and debris clean up services for certain CRA-owned properties to Exhibit C of the Original Agreement.

The Third Amendment to the Original Agreement was approved on August 29, 2024, to amend Exhibit C of the Original Agreement, so that the list of CRA-owned properties that required landscape maintenance services and those CRA-owned properties that required additional trash and debris clean up services is updated, and to extend the Termination Date to October 8, 2025.

The Fourth Amendment to the Original Agreement was approved on March 25, 2025, to amend Exhibit C of the Original Agreement to add additional properties acquired by the CRA that required Landscape Maintenance Services and re-classified the CRA-owned property located at 700 W. Atlantic Avenue to vacant land property.

The Fifth Amendment to the Original Agreement was approved on May 29, 2025, to amend Exhibit C of the Original Agreement to add additional CRA -owned properties (46 and 48 SW 6th Avenue) that required Landscape Maintenance Services.

A Sixth Amendment to the Original Agreement is necessary at this time to amend Exhibit C of the Original Agreement to add an additional CRA-owned property that is in need of Landscape Maintenance Services. The CRA-owned property located at 95 SW 5th Avenue is a newly constructed commercial building and the site has landscaping and planters that need to be regularly maintained. Additionally, as the CRA regularly acquires and disposes of property, and as the necessary Landscape Maintenance Services and additional trash and debris clean up services for CRA-owned properties may change from time to time depending on the needs of the individual properties, the Sixth Amendment also provides an amendment to the Original Agreement authorizing the Executive Director to approve and execute written amendments to the Original Agreement for efficient contract administration purposes.

At this time, CRA staff is requesting the CRA Board approve the Sixth Amendment to the Agreement for Landscape Maintenance Services for the amendment related to updating Exhibit C, the list of CRA-owned properties that require landscape maintenance thereby amending the total Agreement amount from \$117,360 annually to \$121,800 (with a monthly payment of \$10,150); and to allow the Executive Director to approve and execute amendments to the Original Agreement.

Further, CRA staff is requesting the CRA Board authorize the CRA Board Chair to execute the Sixth Amendment to the Landscape Maintenance Services Agreement, and any and all related documents for the Services.

Attachments: Exhibit A - Agreement and Amendments for Landscape Maintenance Services; Exhibit B - Sixth Amendment to Agreement for Landscape Maintenance Services; Exhibit C - Amended CRA-owned Property List (Exhibit C of Agreement)

CRA Attorney Review:

The CRA Legal Counsel has prepared and reviewed the Amendment for legal sufficiency and form and determined it to be acceptable.

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