



## Cover Memorandum/Staff Report

**File #:** 24-821

**Agenda Date:** 6/18/2024

**Item #:** 6.1.3.

**TO:** Mayor and Commissioners  
**FROM:** Samuel Metott, Director, Parks and Recreation  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** June 18, 2024

APPROVAL OF RESOLUTION 140-24 FOR THE ISSUANCE OF A PURCHASE ORDER TO ASAP COMPLETE TREE SERVICE AND LANDSCAPE DESIGN, LLC FOR SOD AND SOD INSTALLATION OF GREENS AT LAKEVIEW GOLF CLUB AND THE DELRAY BEACH MUNICIPAL GOLF COURSE UTILIZING Q2024-026 IN THE AMOUNT OF \$72,151.25.

**Recommended Action:**

Motion to approve Resolution No. 140-24 for the issuance of a Purchase Order (PO) to ASAP Complete Tree Service and Landscape Design, LLC for Sod and Sod Installation of greens at Lakeview Golf Club and the Delray Beach Municipal Golf Course utilizing Q2024-026 in the amount of \$72,151.25.

**Background:**

The putting greens at Lakeview Golf Club and Delray Beach Municipal Golf Course are in need of repair. Replacing the greens during the summer season will allow time for both courses to grow-in and be ready for play as season picks up in September.

On May 30, 2024 Invitation to Quote No. Q2024-026 was advertised to provide sod and sod installation for Lakeview Golf Club and the Delray Beach Municipal Golf Course. On June 6, 2024, four (4) vendors submitted proposals. ASAP Complete Tree Service and Landscape Design, LLC is the lowest responsive/responsible vendor.

Utilizing the pricing, terms and conditions of Q2024-026, Parks and Recreation is requesting issuance of a purchase order to ASAP Complete Tree Service and Landscape Design, LLC for sod and sod installation.

**ATTACHMENTS:**

1. Legal Review Checklist
2. Solicitation
3. Tabulation Packet
4. Resolution No. 140-24

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding will become available following budget transfer to the accounts listed below:

\$255,000; 446-75-153-575.46-40; Lakeview Golf Course; Other Repair Maintenance  
\$159,583; 445-75-153-575.46-40; Delray Beach Municipal Golf Course; Other Repair Maintenance

**Timing of Request:**

This is time sensitive to maintain greens at both courses.