



## Cover Memorandum/Staff Report

File #: 25-1226

Agenda Date: 10/14/2025

Item #: 6.P.5.

**TO:** Mayor and Commissioners  
**FROM:** Samuel Metott, Director, Parks and Recreation  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** October 14, 2025

APPROVAL OF RESOLUTION NO. 205-25 APPROVING AN AGREEMENT WITH ODUMS SOD, INC. FOR ANNUAL SOD AND SOD INSTALLATION SERVICES PURSUANT TO INVITATION TO BID 2025-047 IN A NOT TO EXCEED AMOUNT OF \$375,000

**Recommended Action:**

Motion to approve Resolution No. 205-25 approving an agreement with Odums Sod, Inc. for annual sod and sod installation services pursuant to Invitation to Bid 2025-047 in a not to exceed amount of \$375,000 and authorizing the City Manager to execute any amendment and renewals.

**Background:**

On July 28, 2025 ITB2025-047 Annual Sod and Sod Installation Services was advertised. Only 1 bid was received and Odums Sod, Inc. was deemed the lowest most responsive responsible bidder.

The Parks and Recreation Department is responsible for the care and maintenance of sod at City parks, right of ways, sports fields, and at Old School Square. Utilizing the pricing, terms and condition of ITB2025-047, Parks and Recreation is requesting approval for the purchase and install of sod on an as needed basis in the not to exceed amount of \$375,000.

This motion is in accordance with Code of Ordinances Chapter 36 Commission Approval Required and Purchasing Policies and Procedures Manual Section 12 Purchasing Authorization Levels Purchases of \$65,000 or Greater.

Should the City exercise renewal options provided in the contract, the cumulative contract value is provided below:

Initial 3 year Term	\$ 225,000.00
Renewal 1	\$ 75,000.00
Renewal 2	\$ 75,000.00
<b>Total Contract Value</b>	<b>\$ 375,000.00</b>

**Attachments:**

1. Resolution No. 205-25
2. Legal Review Checklist
3. Partially Executed Agreement
4. Exhibit A - Pricing Schedule

5. ITB2025-047

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

119-72-730-572.52-41; Beautification

001-72-738-572.52-41; Park Maintenance; Operating Supplies

**Timing of Request:**

Timely approval is requested.