

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** October 13, 2025

VIA: Don G. Donaldson, P.E.
County Administrator

FROM: Krysti L. Brotherton, NIGP-CPP, CPPO, CPPB
Chief Procurement Officer

SUBJECT: CONTRACTS THAT MEET THE THRESHOLD FOR BOARD APPROVAL

A. CONTRACTS OVER \$500,000 - In accordance with the Purchasing Manual, Section 3.1, contracts valued at \$500,000 or more require approval by the Board of County Commissioners.

- 1. ATHLETIC FIELD TOPDRESSING MATERIALS (RFB2025-3710)** – Continuing Services Agreement for the supply and delivery of athletic field topdressing materials to Martin County. The required materials may include, but are not limited to, top dressing, mixes, clay, peat moss, and other bulk athletic field products.

This contract was publicly advertised for competitive bidding (see attached Bid Tabulation).

Maximum Not-to-Exceed Value: \$750,000.00
Maximum Not-to-Exceed Term: 5 years
(3-year term plus two 1-year renewal options)

The contract shall terminate when the cumulative expenses reach the maximum value or term, whichever comes first. The contract is a standard form of Agreement approved by the County Attorney which allows for termination for cause or convenience at any time.

Fiscal Impact: Funding is provided through the Parks & Recreation operating budget, which is approved annually by the Board.

Recommended Action:

1. Move that the Board award the contract to the lowest, responsive, and responsible bidders:
 - SiteOne Landscape Supply, LLC
 - Sunshine Land Design, Inc.; and
2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

DGD/klb
Attachment