




TO: MADISON WHITE, PURCHASING AGENT, FINANCE DEPARTMENT, PURCHASING DIVISION

FROM: CAMILLE WALLACE, ESQ., SENIOR ASSISTANT CITY ATTORNEY 

THROUGH: SARA HEDGES, CITY ATTORNEY 

RE: REVISED CONTRACT REVIEW – FPRA PROPERTIES LAWN MOWING AND MAINTENANCE –
BID NO. 2025-020

CAO RLS#: 25-279

DATE: SEPTEMBER 9, 2025

I have reviewed the above Request for Legal Services (RLS) related to contract review of the Agreement between FPRA and Mowing 4 Less Lawn Care LLC for lawn mowing and maintenance for FPRA Properties. Please note the following comments:

1. The Agreement reflects the Contractor's legal name per Sunbiz records.
2. A redlined version of the Agreement has been included with this Memo with changes made to the following Sections:
 - a. **Compensation:** Added language to require the Contractor submit a monthly report with the invoice for payment to be consistent with the Statement of Work.
 - b. **Term:** Added language to permit two (2) one-year renewal options per the ITB Addendum #2.
 - c. **Termination:** Added language to reflect the City's right to terminate based on the Contractor's failure to meet "satisfactory level of service" per the ITB Addendum #2. I recommend "satisfactory level of service" be defined, or at minimum, language added that clearly tells the Contractor how to meet "satisfactory level of service."
 - d. **Statement of Work:**
 - i. **Project Overview:**
 1. For the mowing cycle, I recommend specifying more details on the frequency for submission of the mowing cycle to provide clear deliverables/tasks. (*See comment in the redline version for sample language*).
 2. For the on-call / as need properties, I recommend specifying if the work must be inspected by staff to verify completion. (*See comment in the redline version for sample language*).
 - ii. **Safety Requirements:**
 1. To be consistent, I recommend adding the language from this Part in the ITB Statement of Work regarding the Contractor

requirement to adhere to FDOT rules on construction and maintenance work in the event mowing work requires adherence.

3. A clean version of the Agreement has been included with this Memo which can be used as a template for future agreements.
4. Based on the comments above and recommended changes, **the Agreement is approved as to form and correctness.**
5. Reminder: The Division should place the Agreement on the Commission Agenda for review and approval *prior* to execution by the City. *The Contractor, however, should sign the Agreement prior to being placed on the Agenda.*

If you have any questions, please do not hesitate to contact this Office via phone or e-mail. Thank you.