



**COMMUNITY REDEVELOPMENT AGENCY
BOARD OF DIRECTORS
MEETING AGENDA
Monday, June 15, 2026 at 5:30 PM
City of Gulf Breeze
1070 Shoreline Drive
Gulf Breeze, FL 32561**

1. APPROVAL OF MINUTES

- 3 - 4 A. May 18, 2026, Community Redevelopment Agency Meeting Minutes
[Community Redevelopment Agency Board Meeting - 18 May 2026 5:30 pm - Minutes - Pdf](#)

2. ACTION ITEMS

- 5 - 8 A. Approval of the Award of Invitation to Bid (ITB) for Chemical Lawn Treatment within CRA-Maintained Areas to Lawn Masters in the Amount of \$16,183.90
[Agenda Memo - Approval of the Award of Invitation to Bid \(ITB\) for Chemical Lawn Treatment within CRA-Maintained Areas to Lawn Masters in the Amount of \\$16,183.90 - Pdf](#)

3. NEW BUSINESS

4. PUBLIC FORUM

5. ADJOURNMENT

If any person decides to appeal any decisions made by the City Council or any City Board with respect to any matter considered at such meeting or public hearing, such person will need a record of the proceedings, and that, for such purpose, that person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based. The public is invited to comment on matters before the City Council, City Boards or Committees upon seeking and receiving recognition from the Mayor or Chairperson. If you are a person with a disability who needs accommodation in order to participate in a public hearing you are entitled to the provision of certain

assistance. Please contact the City Clerk's office at (850) 934-5115 or at 1070 Shoreline Drive, Gulf Breeze, Florida, at least 48 hours prior to the date of the public hearing.



MINUTES
Community Redevelopment Agency Board
May 18, 2026 at 5:30 PM
Gulf Breeze City Hall
1070 Shoreline Drive
Gulf Breeze, FL 32561

A meeting of the Community Redevelopment Agency Board of the City of Gulf Breeze, Florida, was held at Gulf Breeze City Hall 1070 Shoreline Drive, Gulf Breeze, FL 32561 on May 18, 2026. The meeting was called to order at 5:40 p.m.

COUNCIL PRESENT: Mayor JB Schluter, Mayor Pro Tem Randy Hebert, Councilwoman Amy Tavai, Councilman Tim Burr, and Councilwoman Brittany Simpson

COUNCIL ABSENT: None

1. APPROVAL OF MINUTES

A. April 6, 2026, Community Redevelopment Agency Meeting Minutes

Mayor Pro Tem Randy Hebert made a motion to approve the April 6, 2026, Community Redevelopment Agency meeting minutes. Councilwoman Amy Tavai seconded the motion. The vote for approval was 5 - 0 unanimous.

2. ACTION ITEMS

A. Authorization to Reissue the Solicitation for Chemical Lawn Treatment as an Invitation to Bid (ITB)

Reference: Director of Community Services memo dated May 8, 2026

Recommendation: That the City Council meet as the Community Redevelopment Agency on Monday, May 18, 2026, to consider authorizing staff to cancel the prior Request for Proposals (RFP) for Turf Chemical Treatment Services and reissue the solicitation as an Invitation for Bid (ITB).

The Director of Community Services presented this item and answered questions.

Councilman Tim Burr made a motion to authorize staff to cancel the prior Request for Proposals (RFP) for Turf Chemical Treatment Services and reissue the solicitation as an Invitation for Bid (ITB). Councilwoman Amy Tavai seconded the motion. The vote for approval was 5 - 0 unanimous.

3. NEW BUSINESS

None.

4. PUBLIC FORUM

No citizen(s) spoke during the public forum.

5. **ADJOURNMENT**

The Mayor adjourned the CRA meeting at 5:42 p.m.

JB Schluter, Mayor

Leslie A. Guyer, MMC, City Clerk



Memorandum

To: Samantha Abell - City Manager
From: Craig Chamberlin, Neighborhood Services & CRA Manager
Thru: C. Shane Carmichael, Director of Community Services
Date: June 8, 2026
Subject: Approval of the Award of Invitation to Bid (ITB) for Chemical Lawn Treatment within CRA-Maintained Areas to Lawn Masters in the Amount of \$16,183.90

REQUEST:

That the City Council meet as the Community Redevelopment Agency on Monday, June 15th, and approve the award of Invitation to Bid (ITB) for Chemical Lawn Treatment within CRA-Maintained Areas in the amount of \$16,183.90 to Lawn Masters.

BACKGROUND:

The City currently maintains a turf chemical treatment program for designated CRA, General Government, and Parks and Recreation properties. These services are necessary to maintain healthy turf conditions, manage weeds and pests, and ensure the appearance and functionality of public spaces throughout the City.

Staff originally advertised this project as a Request for Proposals (RFP) seeking qualified firms to provide comprehensive turf chemical treatment services. Despite advertisement and solicitation efforts, the City received no proposals in response to the RFP.

Following a review of the procurement approach, staff revised the solicitation and re-advertised the project as an Invitation to Bid (ITB) to clarify pricing and scope requirements. The revised ITB solicited bids from qualified contractors to provide a turf chemical treatment program for designated City areas. The scope included, but was not limited to:

- Seasonal fertilization

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- Pre-emergent and post-emergent weed control
- Spot treatment of invasive or nuisance species
- Insect control
- Fungus and disease treatment
- Soil testing and recommended soil amendments, as applicable

The treatment program must be based on and consistent with the current recommendations and Best Management Practices established by the University of Florida Institute of Food and Agricultural Sciences (UF/IFAS) for Florida turfgrass management.

Additionally, all fertilizers, herbicides, pesticides, fungicides, and application methods must conform to applicable UF/IFAS recommendations and Florida Green Industries Best Management Practices (GI-BMP) standards. The contractor is required to adjust treatment programs seasonally and in response to site conditions to maintain healthy turf while minimizing environmental impacts and unnecessary chemical applications. All personnel applying fertilizers or pesticides must possess all licenses and certifications required by the State of Florida.

The City received one bid from Lawn Masters. Staff reviewed the submission and determined that the bidder was responsive and responsible.

DISCUSSION:

The Contractor shall provide a chemical lawn-care treatment program for three designated service areas:

- CRA Areas – approximately 357,181 square feet
 - General Government Areas – approximately 74,369 square feet
 - Parks and Recreation Areas – approximately 586,805 square feet
- The total treatment area is approximately 1,018,355 square feet.

Services shall include, but not be limited to, fertilization, pre- and post-emergent weed control, pest and disease management, and related turf health treatments, as applicable. All services shall be performed by properly licensed applicators and in compliance with all applicable federal, state, and local laws, regulations, Best Management Practices, and product label requirements.

Treatment schedules shall follow University of Florida Best Management Practices and UF/IFAS recommendations for Florida turfgrass management.

The initial term of the Agreement shall be for one year. The City may renew the Agreement for up to four additional one-year terms, subject to satisfactory performance, funding availability, and City approval.

FINANCIAL IMPACT:

Contractor shall be compensated in accordance with the pricing submitted in the attached document for a total annual amount of \$40,144.35 for all service areas and \$16,183.90 for the CRA service area.

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The Contractor shall invoice the City for services completed in each service area and application cycle, including early spring, spring, late spring, summer, fall, and winter, as applicable. Invoices shall identify the service area, application cycle, date of service, and amount billed.

RECOMMENDATION:

That the City Council meet as the Community Redevelopment Agency on Monday, June 15th, and approve the award of Invitation to Bid (ITB) for Chemical Lawn Treatment within CRA-Maintained Areas in the amount of \$16,183.90 to Lawn Masters.

ATTACHED:

[Chemical Lawn Treatment - CRA](#)

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TURF CHEMICAL TREATMENT PROGRAM - MULTIPLE SITES (#10199629)

Solicitor: Gulf Breeze FL, City of
05/29/2026 02:00 PM CDT

Lawn Master, Inc.

Line Item	Item Description	UofM	QTY	Unit Price	Extension
1	CRA Early Spring Lawn Application	LS	1	\$2,066.55	\$2,066.55
2	CRA Spring Lawn Application	LS	1	\$2,066.55	\$2,066.55
3	CRA Late Spring Lawn Application	LS	1	\$2,066.55	\$2,066.55
4	CRA Summer Lawn Application	LS	1	\$2,066.55	\$2,066.55
5	CRA Fall Lawn Application	LS	1	\$2,066.55	\$2,066.55
6	CRA - Preventative Mole Cricket Treatment	LS	1	\$3,784.60	\$3,784.60
7	CRA Lime Application	LS	1	\$2,066.55	\$2,066.55
CRA Portion					\$16,183.90
8	Parks & Rec - Early Spring Lawn Application	LS	1	\$2,636.05	\$2,636.05
9	Parks & Rec - Spring Lawn Application	LS	1	\$2,636.05	\$2,636.05
10	Parks & Rec - Late Spring Lawn Application	LS	1	\$2,636.05	\$2,636.05
11	Parks & Rec - Summer Lawn Application	LS	1	\$2,636.05	\$2,636.05
12	Parks & Rec - Fall Lawn Application	LS	1	\$2,636.05	\$2,636.05
13	Parks & Rec - Preventative Mole Cricket Treatment	LS	1	\$5,046.45	\$5,046.45
14	Parks & Rec - Lime Application	LS	1	\$2,636.05	\$2,636.05
Parks and Recreation					\$20,862.75
15	General - Early Spring Lawn Application	LS	1	\$418.80	\$418.80
16	General - Spring Lawn Application	LS	1	\$418.80	\$418.80
17	General - Late Spring Lawn Application	LS	1	\$418.80	\$418.80
18	General - Summer Lawn Application	LS	1	\$418.80	\$418.80
19	General - Fall Lawn Application	LS	1	\$418.80	\$418.80
20	General - Preventative Mole Cricket Treatment	LS	1	\$584.90	\$584.90
21	General - Lime Application	LS	1	\$418.80	\$418.80
General Areas					\$3,097.70
Base Bid Total:					\$40,144.35