

# **TOWN OF PALM BEACH**

**Information for Town Council Meeting on: February 13, 2024**

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution approving the award of RFP No. 2024-01, Temporary Office Personnel Services to the AppleOne, Inc. and 22nd Century Technologies, Inc. in the annual amount of \$500,000 and establishing a five-year award in the amount of \$2,500,000 contingent upon satisfactory performance and budget authorization

DATE: January 29, 2024

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## **STAFF RECOMMENDATION**

Staff recommends the Town Council approve Resolution No. 008-2024, approving the award of RFP No. 2024-01, Temporary Office Personnel Services to the AppleOne, Inc. and 22nd Century Technologies, Inc. in the annual amount of \$500,000 and establishing a five-year award in the amount of \$2,500,000 contingent upon satisfactory performance and budget authorization.

## **SUMMARY EXPLANATION/BACKGROUND**

The current awarded contract for Temporary Office Personnel Services, RFP No. 20185-55 expires on February 29, 2024, which is the end of the five-year term.

A new solicitation was issued, RFP No. 2024-01. The scope of the solicitation stated that the Town was seeking proposals from firms having experience in providing temporary office services for various departments of the Town and the awarded contractor shall be required to provide, on an as needed basis, temporary services of employees as they related to administrative, clerical, secretarial, data entry, account clerks, and various office services.

The Town received ten submittals. The selection committee consisting of the following members ranked the firms:

- Wayne Bergman
- Jess Savidge
- Kathryn Ranieri
- Paul Colby
- Bob Miracle, CPA – for financial review of firm submittals
- Carlos Santana, facilitator

The selection committee ranked the two topped firms for consideration as follows:

- AppleOne, Inc. as the primary awardee
- 22<sup>nd</sup> Century Technologies, Inc. as secondary awardee

The incumbent vendor, AppleOne, Inc. has performed with no issues and has had above average reviews and is recommended as the primary awardee for the new contract.

**FUNDING/FISCAL IMPACT**

Funding for this award will be from the respective operating budgets.

**TOWN ATTORNEY REVIEW**

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.