

TOWN OF PALM BEACH

Information for Town Council Meeting on: September 10, 2024

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 No. 112-2024, awarding ITB No. 2024-26, Temporary Staffing Services, Manual and Semi-Skilled to Community Connect Staffing Solutions as the primary awardee, Spur Staffing as the secondary awardee and A&A Associates as the tertiary awardee for a five-year award contingent upon satisfactory service, mutual agreement and annual budget authorization for the Recreation Department and awarding purchase orders for FY25 to the awarded vendors in a total amount not-to-exceed \$1,089,946

DATE: August 27, 2024

STAFF RECOMMENDATION

Staff recommends the Town Council approve Resolution No. 112-2024, awarding ITB No. 2024-26, Temporary Staffing Services, Manual and Semi-Skilled to Community Connect Staffing Solutions as the primary awardee, Spur Staffing as the secondary awardee and A&A Associates as the tertiary awardee for a five-year award contingent upon satisfactory service, mutual agreement and annual budget authorization for the Recreation Department and awarding purchase orders for FY25 to the awarded vendors in a total amount not-to-exceed \$1,089,946.

SUMMARY EXPLANATION/BACKGROUND

The current contract for Temporary Staffing Services utilized by the Recreation Department related to Manual and Semi-Skilled Services has come to the end of the five-year term.

Procurement and Contract Management issued an Invitation to Bid on June 24, 2024. One hundred-twenty-two firms reviewed the solicitation, and twenty-five firms responded. The award is based on percentage markup along with due diligence in reviewing the bidder's reference.

The scope of the solicitation stated the following:

The Contractor shall be required to provide, temporary services of employees as they relate to Recreation Department at the tennis centers, marina, recreation center and golf course, and other areas of work, on an as needed basis.

The estimated budget for each center is noted as follows:

Par 3 Golf Course: - Maintenance: \$420,000.00 - Pro Shop operation: \$ 240,000.000; Tennis: \$87,000.00; Recreation Center: \$170,000.00 and Marina: \$ 75,000.00. The Recreation Department has used these services to augment staffing with success over the years.

FUNDING/FISCAL IMPACT

Funding for this program is from Other Contractual Services within the Recreation Budget.

TOWN ATTORNEY REVIEW

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