

# **TOWN OF PALM BEACH**

**Information for Town Council Meeting on: November 12, 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 No. 143-2024, awarding RFQ No. 2024-31 and establishing a Pool of Qualified Firms to perform Facility Maintenance and Improvement Services to the following firms, Sheer Enterprises, Inc., East Coast Construction Group, Total Image Inc., Boulder Construction, LLC., Master Builders Development Group, Inc., RMJ Contractors, Encop, Inc. and Dresworkshop, LLC.

DATE: October 30, 2024

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## **STAFF RECOMMENDATION**

Staff recommends the Town Council approve Resolution No. 143-2024, awarding RFQ No. 2024-31 and establishing a Pool of Qualified Firms to perform Facility Maintenance and Improvement Services to the following firms, Sheer Enterprises, Inc., East Coast Construction Group, Total Image Inc., Boulder Construction, LLC., Master Builders Development Group, Inc., RMJ Contractors, Encop, Inc. and Dresworkshop, LLC.

## **SUMMARY EXPLANATION/BACKGROUND**

There has been a consistent need for firms to provide facility maintenance and improvements services on an "as needed" basis. When the need arises, the Town will send a specific scope to pre-qualified firms and request quotes. If the scope includes plumbing, electrical, or structural improvements then licenses of the applicable trades will be required. Based on that scope, firms will submit their bids. The lowest price (most efficient proposed quote) will get an award for the project. This award will be for Public Works and Recreation. Projects under this contract award will only be up to the threshold of \$100,000. Formal bidding is required under statute for projects greater in value.

The criteria for evaluation consisted of the following:

- Experience of Firm
- Ability of Personnel
- Examples of Completed Projects on Past Three Years
- Workload and Scheduling
- Financial Information

A total of forty-eight firms reviewed the solicitation, ten submitted and seven were shortlisted.

**FUNDING/FISCAL IMPACT**

Funding for the purchase order will be from the respective Department Operating Budget.

**TOWN ATTORNEY REVIEW**

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