

# **TOWN OF PALM BEACH**

Information for Town Council Meeting on: June 12, 2018

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To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Beth Zickar, Director of Recreation

Re: Authorization to Execute an Agreement and Approval of Purchase Order with Beacon WiFi Technologies for the Installation of and Provision of Internet Services  
Resolution No. 73-2018

Date: May 29, 2018

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## **STAFF RECOMMENDATION**

Staff recommends the Town Council approve the award of RFP No. 2018-17 WiFi Services at the Town Docks to Beacon WiFi Technologies, LLC and approve a purchase order for installation in the amount of \$37,735 and establishing a project budget of \$41,500 and internet service, subject to future budget approval.

## **GENERAL INFORMATION**

The fiscal year 2018 budget contains funding for the upgrade of the Wifi system at the Town Docks. The specifications for this project included information regarding the potential for a redesign of the docks. Vendors were instructed that the equipment and installation being proposed must be adaptable to the final construction plans, when developed. Staff prepared the RFP and advertised the same on January 28, 2018 and February 4, 2018. The submittal deadline was March 2, 2018. A Selection Committee was created consisting of Patricia Strayer, P.E., Town Engineer, Mike Horn, Dock Master, Charles Kapachinski, IT Manager and Amy Wood, Assistant Director of Finance. Advisors and Facilitators, which were non-voting members, of this committee included Duke Basha, Assistant Purchasing Manager, Beth Zickar, Director of Recreation and John Cmar, Purchasing Coordinator. The Selection Committee met on March 23, 2018, to review the submittals and conduct rankings. The Selection Committee ranked the firm Beacon WiFi Technologies LLC as the highest based on their submittal, in response to the RFP.

Negotiations with Beacon WiFi Technologies LLC, were conducted on May 10, 2018. Present at this meeting was Dean Mealy, Purchasing Manager, Duke Basha, Assistant Purchasing Manager, Mike Horn, Dockmaster and Beth Zickar, Recreation Director. These discussions resulted in a savings of \$2,250 on the installation and \$50 a month on the service fee for the term of the agreement.

### **FUNDING/FISCAL IMPACT**

Funding for this project is contained within the 2018 fiscal year budget. Monthly fees, moving forward, will be contained within the budget for Other Contracted Services. Dock patrons absorb the cost of this service through the Utility Fee each vessel is assessed with their dockage charges.

The reuse of anywhere from 25% to 50% of the equipment installed from this project for the docks renovation project is a possibility, depending upon the timeline for construction for the new docks.

### **PURCHASING REVIEW**

This procurement has been reviewed and approved by the Purchasing Division of the Finance Department.

cc: Jay Boodheshwar, Deputy Town Manager  
Jane La Clainche, Finance Director  
Dean Mealy, Purchasing Manager  
Mike Horn, Dockmaster