

TOWN OF PALM BEACH

Information for Town Council Meeting on: July 10, 2018

To: Mayor and Town Council

Via: Kirk W. Blouin, Town Manager

From: Danielle Olson, Director of Human Resources

Re: Employee Service Award Program Vendor Selection
Resolution No. 088-2018

Date: June 18, 2018

STAFF RECOMMENDATION

Staff recommends the Town Council approve Resolution No. 088-2018 authorizing the Town Manager to enter into a contract with Eagle Recognition, in an initial amount not exceed \$50,000 and to approve future amounts as long as they are entirely paid for by donated funds.

GENERAL INFORMATION

The Town provides employees with milestone years of service and retirement recognition awards through donated funds. In order to ensure we are managing the donated funds in a fiscally responsible manner, Human Resources pursued a competitive bid process for the selection of an awards vendor.

RFP NO 2018-25, Employee Service Award Program was issued on February 18, 2018. We received responses from three (3) firms specializing in employee service award programs. The proposals were initially reviewed by the selection committee on April 24, 2018. On May 14, 2018, the firms were ranked and the top two firms made a presentation, answering questions about their experience, products, and services. After giving full consideration to the written proposals and presentations provided by each company, the selection committee ranked the proposers and recommended Eagle Recognition as the vendor. A copy of the final ranking memorandum indicating their recommendation is enclosed.

FUNDING/FISCAL IMPACT

All costs associated with this program are paid for by donated funds. There is no fiscal impact to the Town.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This Resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachment

cc: Jane Le Clainche, Director of Finance
Dean Mealy, Purchasing Manager