

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: H. Paul Brazil, P. E., Director of Public Works

RE: Award Bid No. 2018-30 and Approve a Contract for Beach Maintenance Services
Resolution No. 093-2018

DATE: June 7, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 093-2018 awarding Bid No. 2018-30 and approving a maintenance contract to Universal Beach Service Corp., for the maintenance to the Town's public beaches and access points in the amount of \$49,200, and establishing an overall annual budget of \$55,260.

GENERAL INFORMATION

The Public Works Department historically has provided an in-house program to maintain a safe and appealing environment at the Town's public beaches for the residents and other beach goers. This is accomplished by an employee operating a tractor driven rake, grooming the sand and followed by hand removing litter and unwanted debris. One day a week the 15 public beach access points are patrolled and any litter or debris is removed. The approved FY18 operating budget for this program is \$114,834. This includes supervisory oversight.

In preparation of cost saving measures included in the 2018 CRTO, and the planned retirement of the operator performing this duty, this provided an opportunity to evaluate the program. Three (3) options were identified and included in the CRTO for consideration. At the March 2018 Town Council Meeting, as part of the presentation of the Executive Summary, the option selected was to outsource the beach cleaning task. Also included as part of the option was the coordination and contractor oversight responsibility to be shifted over to the Ocean Rescue Division. Staff prepared a scope of work to outline the level of service the in-house program provided, as well as other service level options, for consideration. A bid was received and opened on April 18, 2018.

During recent Budget Review Meetings, staff was given direction to begin the contract award process for the Option 2 segment, described as Monday and Friday service to the public beaches and litter removal from the public accesses. Included in the recommended contract award amount is the provision to authorize two (2) additional service events on an "as needed basis". By establishing the overall budget contingency of approximately \$6,000, this will allow four (4) additional cleaning events if needed.

FUNDING/FISCAL IMPACT

Sufficient funds remain in the FY18 budget for this project.

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.

Attachments

cc: Eric Brown, P.E., Assistant Director of Public Works
Jane Le Clainche, Director of Finance
Chester Purves, Division Manger
Dean Mealy, Purchasing Manager