

TOWN OF PALM BEACH

Information for Town Council Meeting on: September 13, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

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

RE: Proposed Contract Extension and Purchase Order Approval for Hedge Trimming Services
Resolution No. 156-2018

DATE: August 21, 2018

STAFF RECOMMENDATION

Town staff recommends Town Council approve Resolution No. 156-2018 awarding Bid No. 2017-23, and approving a purchase order for Hedge Trimming Services with Batallan Enterprises, Inc. DBA Property Works in the amount of \$70,697.62 and establishing a project budget of \$77,770, contingent upon approval of the FY2019 budget.

GENERAL INFORMATION

This operation consists of trimming all hedges in the Town's parking lots, building areas, medians, and parks. The individual hedge trimming locations are identified in the attached bid document, and includes eight (8) trimmings per year.

The current vendor has been satisfactorily performing these services for the past year and has requested a CPI increase of 4.2%, as detailed in the terms of their contract.

If Town Council approves this recommendation, staff recommends issuing a purchase order for hedge trimming services in the annual amount of \$70,697.62 and establishing a project budget of \$77,770 for FY2019. The total project budget includes a ten percent (10%) contingency for unforeseen tasks and emergency work. Although this contract provides for the option of four (4) twelve-month renewals, we do not plan on renewing it in future years. This work will be combined with another landscaping contract in an attempt to reduce costs.

FUNDING/FISCAL IMPACT

Sufficient funds are available in the Public Works Department proposed FY2019 budget to complete this work.

PURCHASING REVIEW

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

TOWN ATTORNEY REVIEW

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

Attachments

cc: Jay Boodheshwar, Deputy Town Manager
Jane Le Clainche, Director of Finance
Eric B. Brown, P.E., Assistant Director of Public Works
Brett Madison, Facilities Maintenance Division Manager
Dean Mealy, Purchasing Manager