

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 Town Square Maintenance Services
Resolution No. 146-2018

DATE: August 27, 2018

STAFF RECOMMENDATION

Town staff recommends Town Council approve Resolution No. 146-2018 approving a contract extension and a purchase order for Town Square Maintenance Services with Batallan Enterprises, Inc. DBA Property Works in the amount of \$49,591.85, establishing a project budget of \$57,030 for FY2019, and establishing a three (3) year project budget for the remainder of the contract at \$171,090, contingent on funding in future fiscal years.

GENERAL INFORMATION

The maintenance required for Town Square includes weekly cleaning of benches, tables, and chairs as well as turf maintenance, pressure washing, and sealing of the tabby sidewalks, anticipated irrigation and lighting repairs, and the trimming of decorative landscape and streetscape. The plants, trees, turf, and granite screenings are replaced on an “as needed” basis. The flat stonework and steps inside the park are washed at regular intervals. The Mizner Fountain and reflecting pool are cleaned and maintained through a separate contract as they are specialty items and require unique services.

The current vendor has been satisfactorily performing these services at this location 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 limited plant, turf, and equipment replacement, as well as all planned services including turf maintenance, cleaning and trimming of ornamental plants and trees in the annual amount of \$49,591.85, and establishing a project budget of \$57,030 for FY2019. This contract provides for the option of four (4) twelve-month renewals with all original terms, conditions, and pricing. The anticipated contract cost for the three (3) renewal years at \$57,030 per year is \$171,090, and includes a fifteen percent (15%) contingency for increases and unforeseen work.

FUNDING/FISCAL IMPACT

Sufficient funds are available in the Public Works Department proposed FY2019 budget to complete this work. Funding for the remaining years of the contract will be contingent on future budget appropriations.

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