

# 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 Extensions and Purchase Order Approvals for Grounds Maintenance  
**Resolution No. 147-2018**

DATE: August 20, 2018

---

## **STAFF RECOMMENDATION**

Town staff recommends Town Council approve Resolution No. 147-2018 to Batallan Enterprises Inc. DBA Property Works (Property Works) in an amount of \$64,456.04 and establishing a project budget of \$70,900. In addition, a purchase order will be authorized by the Town Manager to Lopez Group in the amount of \$17,766, and establishing a project budget of \$19,545 for the third (3<sup>rd</sup>) twelve-month extension for Grounds Maintenance Services. Both contracts are contingent upon final approval of the FY2019 operating budget.

## **GENERAL INFORMATION**

The Grounds Maintenance Services Contract is divided into three (3) separate tasks or lots: (1) Locations, (2) Other Services, and (3) Plant Installation. The “Locations” task covers multiple landscaping duties such as turf mowing, string trimming, and edging in common areas, parks, and access points for the beach and bike trail. This task also addresses the need for removal of errant plant growth, weed control, debris removal, and site management, in addition to trimming small trees, ornamental plants and flowerbeds. The beach access points are included in this task and have sand cleaned from the sidewalks, patio stones, and boardwalks. All areas are serviced on a bi-weekly basis.

The “Other Services” task establishes an hourly rate for “as needed” assistance with landscape labor to supplement existing Town staff. This task helps address common areas that are not part of ongoing maintenance such as the Town Nursery and landscape right-of-way issues.

The “Plant Installation” task is a set price for the installation of various sizes of plant material based on container size. This allows Town staff to purchase plant materials and have a set cost for installation of that material.

The Town solicited bids (Bid No. 2015-23) for these services and contractors bid on all three (3) separate sets of tasks. On September 10, 2015, Property Works was awarded a contract for the “Locations” lot and Lopez Group was awarded a contract for the “Other Services” and “Plant Installation” lots. Both contractors have performed satisfactorily. Their contracts provide for the option of four (4) twelve-month renewals with all original terms, conditions, and pricing. This is the third (3<sup>rd</sup>) renewal to this contract. Both vendors have requested a CPI increase of 4.2% as detailed in the terms of their contract. This will increase the “Locations” cost to \$64,456.04 and “Other Services” and “Plant Installation” to \$17,766.

The combined total for these lots is \$82,222.04 and the total budget is recommended to be established at \$90,445 and includes a ten percent (10%) contingency for unforeseen tasks and emergency work.

### **FUNDING/FISCAL IMPACT**

Sufficient funds are available in the proposed Public Works Department 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