

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: Joshua Martin, Director of Planning, Zoning & Building

RE: Approval to Piggyback City of Lake Worth
Contract with OfficeTeam for Temporary Clerical Personnel
Resolution No. 160-2018

DATE: August 28, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 160-2018 to Piggyback the City of Lake Worth Contract with OfficeTeam for Temporary Clerical Personnel, in an amount not-to-exceed \$18,000.

GENERAL INFORMATION

The Town had previously piggybacked this contract for an Office Clerical Temporary for past eleven months. The amount spent to date is \$34,000 and the additional expenditure will exceed the Town Manager's authority of \$35,000. Purchasing has requested that all contracts issued for the same vendor and the same commodity to be brought to Town Council for review and approval. An extension of this staffing support will allow the continuation of the required organization and scanning of documents and plans necessary for permit processing. These tasks are associated with the management of documents and plans for both newly issued permits as well as the larger rolled plans associated with on-going large scale projects that require organization and preparation for scanning.

FUNDING/FISCAL IMPACT

The funding for the use of this contract is included in the FY 2018 and proposed FY 2019 budgets.

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: Jay Boodheshwar, Deputy Town Manager
Jane Le Clainche, CPA, Director of Finance
Dean Mealy, II CPPO, Purchasing Manager