

Information for Town Council Meeting on September 10, 2019

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution authorizing an extension of six contracts with Batallan Enterprises Inc. DBA, Property Works; 2015-23, Grounds Maintenance, 2017-23, Hedge Trimming, 2014-02, Landscape Maintenance, 2014-02, Peruvian Avenue Maintenance, 84-2014, Mulch Application and 2014-38, Landscape Fertilizing and Pest Control for a period of sixty days in the total amount of \$40,000, while the new Bid is vetted for background checks and vendor responsibility, contingent upon budget approval, **Resolution No. 100-2019**

DATE: 30 August 2019

STAFF RECOMMENDATION

Staff recommends the approval of Resolution No. 100-2019, authorizing an extension of six contracts with Batallan Enterprises Inc. DBA, Property Works; 2015-23, Grounds Maintenance, 2017-23, Hedge Trimming, 2014-02, Landscape Maintenance, 2014-02, Peruvian Ave Maintenance, 84-2014, Mulch Application and 2014-38, Landscape Fertilizing and Pest Control for a period of sixty days in the total amount of \$40,000, while the new Bid is vetted for background checks and vendor responsibility, contingent upon budget approval.

SUMMARY EXPLANATION/BACKGROUND

Purchasing issued Bid No. 2019-31 for landscape maintenance on June 28, 2019. The bid closed on August 21, 2019. The purpose of the new solicitation was to divide the Town into four zones and have the awarded vendor for each zone be responsible for the entire landscape maintenance responsibility as compared to the current contracts of having the possibility of multiple vendors providing services within the same work area. The goal is to provide greater accountability and better unit pricing.

While the bids have been officially received, Purchasing in collaboration with Public Works, needs to properly vet the vendor responses, collect references and negotiate better pricing with Best and Final Offers. We anticipate this will take up to thirty days. To accommodate this additional process, we are respectfully requesting to extend the existing six contracts for a period of up to sixty days.

FISCAL IMPACT/FUNDING SOURCE

The fiscal impact for the purchase will be \$40,000 for the contract extension period of sixty days or less. Funding will be from the Public Works Operation's Budget for Landscape Maintenance.

USER DEPARTMENT CONCURRENCE

Public Works is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. The review included conducting market research.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
Paul Brazil, Director of Public Works
Paul Colby, Facilities Maintenance Manager
Duke Basha, Assistant Purchasing Manager