

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 Approving an Extension of Bid No. 2015-06, Maintenance of Beds at Royal Palm Way and Southern Blvd. and the Circular Beds on Royal Poinciana Way to Batallan Enterprises, DBA as Property Works, in the Amount of \$35,000, Contingent Upon Budget Approval, **Resolution No. 102-2019**

DATE: 1 September 2019

STAFF RECOMMENDATION

Staff recommends Town Council approve Resolution No. 102-2019, Authorizing the Final Extension of Bid No. 2015-06, Maintenance of Beds at Royal Palm Way and Southern Blvd. and the Circular Beds on Royal Poinciana Way to Batallan Enterprises, dba as Property Works, in the Amount of \$35,000.

SUMMARY EXPLANATION/BACKGROUND

The original solicitation for the Maintenance of Beds at Royal Palm Way and Southern Blvd. and the Circular Beds on Royal Poinciana Way was to Batallan Enterprises, DBA, as Property Works in 2015. This is the final extension of the contract and a new Bid will be solicited in the spring of 2020.

Although the dollar amount presented to Town Council for FY20 is only \$35,000, it should be noted over the past four years, the Town has issued purchase orders in the amount of \$132,393. When Purchasing presented new thresholds in December 2019, Purchasing had stipulated that any continuous expenditure for the same commodity would be brought forth to Town Council for review and approval.

FISCAL IMPACT/FUNDING SOURCE

The funding will for this program is from the Public Works Operational Grounds Budget, contingent upon budget approval.

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