

## Information for Town Council Meeting on September 10, 2019

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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 a Purchase Order to Regions Security Services for Security Guard Services for the Town Docks in the Amount of \$40,000, Contingent upon Budget Approval, **Resolution No. 95-2019**

DATE: 2 September 2019

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### **STAFF RECOMMENDATION**

Staff recommends Town Council approval of Resolution No.95-2019, approving a Purchase Order to Regions Security Services for the Town Docks in the amount of \$40,000 contingent upon budget approval.

### **SUMMARY EXPLANATION/BACKGROUND**

The Town issued a RFP for Security Guard Services for the Town Docks in 2015. This is the final option for this particular RFP. With the upcoming construction, a business decision was made to allocate funds through May 2020.

The Town will issue a new solicitation, (RFP) for Security Guard Services when the timeline reflects that the construction is at a particular milestone. In the event that construction is delayed, the Town can extend the current RFP until September 2020 or issue the new solicitation depending on market conditions.

While the allocation for FY20 is only \$40,000, the contract has been on-going since FY16 and has exceeded \$65,000 and now requires Town Council review and approval.

### **FISCAL IMPACT/FUNDING SOURCE**

The funding will for this program is from the Town Dock Operational Budget, contingent upon budget approval.

### **USER DEPARTMENT CONCURRENCE**

The Department of Business Development and Operations 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  
Carolyn Stone, Director, Business Development and Operations  
Duke Basha, Assistant Purchasing Manager