

## 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 the Extension of Bid No. 2017-12, Worth Avenue Living Wall Maintenance to GSKY Plant Systems, Inc. in the Amount of \$31,000 and a Three Year Proposed Contract Amount of \$93,000, Contingent upon Budget Approval, **Resolution No. 97-2019**

DATE: 3 September 2019

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### **STAFF RECOMMENDATION**

Staff recommends Town Council approval of Resolution No.97-2019, approving the extension of Bid No. 2017-12, Worth Avenue Living Wall Maintenance to GSKY Plant Systems, Inc. in the amount of \$31,000 and a three year proposed contract amount of \$93,000, contingent upon satisfactory performance and budget approval.

### **SUMMARY EXPLANATION/BACKGROUND**

The Town issued Bid No. 2017-12 for one year with four additional optional years for the Worth Avenue Living Wall Maintenance. The incumbent vendor, GSKY Plant Systems, Inc. has been completing work as bid in a satisfactory manner the past two years.

Public Works has determined that the services are required to support Town operational needs. As such, the recommendation is to approve the contract extensions through the remainder of the optional year's contingent upon satisfactory performance and budget approval.

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

The funding will for this program is from the Public Works Operational 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, Public Works  
Paul Colby, Facilities Maintenance Manager  
Duke Basha, Assistant Purchasing Manager