

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 the Extension of Contract No. 117-2015 for Carpentry Services to Nulite Sliding Doors and Window in the Amount of \$100,000, Contingent upon Budget Approval, **Resolution No. 98-2019**

DATE: 3 September 2019

STAFF RECOMMENDATION

Staff recommends Town Council approval of Resolution No.98-2019, approving last contract extension of Contract No. 117-2015 for Carpentry Services to Nulite Sliding Doors and Window in the amount of \$100,000, contingent upon budget approval.

SUMMARY EXPLANATION/BACKGROUND

The Town issued a solicitation in 2015 for carpentry services. The incumbent vendor, Nulite Sliding Doors and Window has provided satisfactory performance during the first four years of the contract.

Public Works has determined that carpentry services are required to support Town operational needs. As such, the recommendation is to approve the final contract extension as the vendor, Nulite has provided satisfactory performance. A new solicitation will be issued in the spring of 2020.

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