

## 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 Contract No. 2016-27 for Roof Inspections to Knoph and Associates, Inc. in the Amount of \$20,000, Contingent upon Budget Approval, **Resolution No. 99-2019**

DATE: 3 September 2019

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### **STAFF RECOMMENDATION**

Staff recommends Town Council approval of Resolution No. 99-2019, approving the extension of Contract No. 2016-27 for roof inspections to Knoph and Associates, Inc. in the amount of \$20,000, contingent upon budget approval.

### **SUMMARY EXPLANATION/BACKGROUND**

Public Works has determined that contracted roof inspection services are required to support Town operational needs. Knoph and Associates, Inc. has had satisfactory performance in working with the Town.

Although the amount of \$20,000 is within the award authority of the Town Manager, previous years expenditures now cap that authority and the approval for award is required by the Town Council.

### **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