

Information for Town Council Meeting on October 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 Award of Invitation to Bid No. 2019-33 to Kyle Landscape, Inc. to plant 75 Palm Trees in the Amount of \$67,500 - **Resolution No. 87-2019**

DATE: 23 September 2019

STAFF RECOMMENDATION

Staff recommends Town Council approval of Resolution No. 87-2019, approving the award of Invitation to Bid No. 2019-33 to Kyle Landscape, Inc. to plant 75 Palm Trees at a cost of \$67,500 from a donation of \$112,500 from the Palm Beach Civic Association, which includes all maintenance for five years of the newly installed trees currently estimated to cost \$24,000 over the 5 year period.

SUMMARY EXPLANATION/BACKGROUND

The Palm Beach Civic Association made a donation for 75 Palm Trees to be installed as follows:

- Brazilian Ave: 125, 133, 140, 159 (2), 210, 227, 234, 249, 301(2), 340, 399, 411, 416, 420, 432, 440 and 445: Remove dead Coconut Palm stump root ball completely. Removal shall include complete excavation of root ball, soil and any other debris. Install new Maypan Coconut Palm with minimum of 8' clear trunk in location nearest to removed Palms as much as possible. In cavity excavated if possible. **(19 Trees)**
- Australian Ave: 134(3), 137, 140(2), 146(2), 149(2), 215, 236, 300(2), 301(3), 314, 322(2), 328, 412(2), 429 and 436: Remove dead Coconut Palm stump root ball completely. Removal shall include complete excavation of root ball, soil and any other debris. Install new Maypan Coconut Palm with minimum of 8' clear trunk in location nearest to removed Palms as much as possible. In cavity excavated if possible. **(25 Trees)**
- Chilean Ave: 129, 136, 145, 149, 151(2), 201, 222, 225, 226, 230, 235, 242(2), 306, 320, 325, 354(4), 410(2), 428(2), 434 and 444(2): Remove dead Coconut Palm stump root ball completely. Removal shall include complete excavation of root ball, soil and any other debris. Install new Maypan Coconut Palm with minimum of 8' clear trunk in location nearest to removed Palm as much as possible. In cavity excavated if possible. **(28 Trees)**

- S Lake Dr: 325, 369 and 389: Remove dead Coconut Palm stump root ball completely. Removal shall include complete excavation of root ball, soil and any other debris. Install new Maypan Coconut Palm with a minimum of 8' clear trunk in location nearest to removed Palm as much as possible. In cavity excavated if possible. **(3 Trees)**

Purchasing issued Invitation to Bid No. 2019-33 on August 2, 2019. Because the projected budget exceeded \$35,000, there was a requirement to have the solicitation advertised for thirty days. Four firms submitted bids ranging from \$67,500 to \$142,143.75. The low bid from Kyle Landscape, Inc. was responsive and responsible to the bid documents. Reference checks on the Kyle Landscape, Inc. provided good recommendations. The bid submittals were reviewed with Public Works.

PREVIOUS USE OF THE SAME VENDOR

The Town has consistently utilized Kyle Landscape Inc. since 2008 and has subsequently issued purchase orders each year for services. They have provided great service over the years with no vendor complaints noted in file.

FISCAL IMPACT/FUNDING SOURCE

The Palm Beach Civic Association presented a check for \$112,500 at the May 14, 2019 Town Council Meeting for the purchase of Palm Trees and associated maintenance costs for a period of five years.

Annual maintenance for coconut trees are as follows.

- Trimming is \$26.00/ tree x 2 times per year = \$52.00
- LY treatment - \$4.00/tree x 3 times per year=\$12.00
- Total=\$64.00/ tree x 75 trees = \$4,800.00/ year and \$24,000 for five years.

The total expenditure for the purchase of the trees and associated maintenance for a period of five years is \$91,500. Maintenance costs may increase during the period of the five years depending on market conditions.

USER DEPARTMENT CONCURRENCE

The Public Works Department has reviewed the bid tabulation and vendor recommendation and is in full agreement. In addition, Public Works has reviewed anticipated maintenance costs associated to the installation of the 75 Palm Trees.

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