

## Information for Town Council Meeting on October 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 Award of Invitation to Bid No. 2019-31, Landscape Maintenance to Batallan Enterprises Inc. dba Property Works for Zone 1 in the amount of \$74,859, Zone 2 in the amount of \$84,760, Zone 4 in the amount of \$75,255 and an award to Total Maintenance Building Services Inc. for Zone 3 in the amount of \$126,929, and an overall five year contract value of \$1,899,460 based on satisfactory annual contract performance and contingent upon budget approval - Resolution No. 91-2019

DATE: 24 September 2019

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### **STAFF RECOMMENDATION**

Staff recommends Town Council approval of Resolution No. 91-2019, Approving the Award of Invitation to Bid No. 2019-31, Landscape Maintenance to Batallan Enterprises Inc. dba Property Works for Zone 1 in the amount of \$74,859, Zone 2 in the amount of \$84,760, Zone 4 in the amount of \$75,255 and an award to Total Maintenance Building Services Inc. for Zone 3 in the amount of \$126,929, and an overall five year contract value of \$1,899,460 based on satisfactory annual contract performance and contingent upon budget approval.

### **SUMMARY EXPLANATION/BACKGROUND**

During the review of the contracts in place for the Town-wide Landscape Maintenance, Public Works approached the rebid with new expectations for delivery of all related services at each location whereby the awarded vendor would be responsible for all services. Under the past contract solicitations and awards, disciplines such as turf, hedge trimming, fertilization/pest control, mulch, Bradley Park Gardening and Spring Cleaning were awarded to four vendors, whereby, full site accountability for work completed was not always totally differentiated. There would be cases of it wasn't my error, but the other vendors. The new contracts will provide for the accountability of vendors assigned to complete all work.

Public Works Facilities Maintenance along with Purchasing developed a template for the four all-inclusive zones as follows:

- ZONE 1: Wells Road north to Palm Beach Inlet Dock – includes Wrightsman/Dean Park, Town Nursery and Inlet Park.

- ZONE 2: Wells Road south to Royal Poinciana Way [South Edge] – includes three (3) 6th St. properties in West Palm Beach, and Bradley Park.
- ZONE 3: Royal Poinciana Way south to Gulfstream Way – includes Public Works facility in West Palm Beach, Lakeside Park and Mid-Town beach area.
- ZONE 4: Gulfstream Rd to south Town limits, Post Causeway, Ibis Isle and Phipps Ocean Park.

Three areas are not included in this solicitation, Worth Avenue, Town Hall Square and the circular beds. These are under contract with Property Works. They were kept separate due to the high profile.

Purchasing reached out to 178 landscape firms to participate in the Invitation to Bid. Five firms responded. As part of the outreach, flyers were completed in both English and Spanish and distributed to landscape contractors working at private residents as well as placed at local businesses inviting potential contractors to participate.

The result in the new solicitation provided a cost savings to the Town of \$11,622 during the first year of the contract award.

### **PREVIOUS VENDORS**

The Town utilized four vendors for the previous contracts as follows:

- |                    |   |
|--------------------|---|
| • Property Works   | Total Contract Value for their four contracts, \$272,456.92 |
| • Enviroscapes     | Total Contract Value, \$39,800                              |
| • East Coast Mulch | Total Contract Value, \$24,307.50                           |
| • Lopez Brothers   | Total Contract Value for their two contracts, \$32,430      |

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

Funding for award of Bid No. 2019-31, Landscape Maintenance will be from the Public Works Expense Budget.

### **USER DEPARTMENT CONCURRENCE**

The Public Works Department has reviewed the bid tabulation and vendor recommendations and is in full agreement.

### **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. Extensive outreach was made to verify the new vendor Total Maintenance Building Services Inc. levels of vendor performance.

## **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