

Information for Town Council Meeting on November 12, 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 Remaining Extension of RFQ No. 29-2016, Irrigation Contractor Services to B. Ellis Enterprises Inc., in the Amount of \$30,000 for FY20 and FY21 Contingent Upon Budget Approval and Satisfactory Vendor Performance, **Resolution No. 129-2019**

DATE: 30 October 2019

STAFF RECOMMENDATION

Staff recommends Town Council approval of the Remaining Extension of RFQ No. 29-2016, Irrigation Contractor Services to B. Ellis Enterprises Inc., in the Amount of \$30,000 for FY20 and FY21 Contingent Upon Budget Approval and Satisfactory Vendor Performance, **Resolution No. 129-2019**.

SUMMARY EXPLANATION/BACKGROUND

Purchasing issued RFQ No. 29-2016 for Irrigation Contractor Services in December 2015. The recommendation for the award was made in May 2016 to B. Ellis Enterprises Inc., in the amount of \$24,950 for FY17 which was under the award authority of the Town Manager. Subsequent FY expenditures now total \$64,393. The requested amount for FY20 is \$20,000 which combined with previous awards now exceed the Town Manager's Award Authority.

Since the bid had language for a contract period of up to five years, it is the intent to award for FY20 and FY21 contingent upon budget approvals and satisfactory work performance by the vendor in the amount of \$30,000.

FISCAL IMPACT/FUNDING SOURCE

The funding will for this program is from the Public Works Operational Budget.

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 Division Manager
Duke Basha, Assistant Purchasing Manager