

TOWN OF PALM BEACH

Information for Town Council Meeting on: October 13, 2020

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA Finance Director

FROM: Dean Mealy, CPPO Town Purchasing Manager

RE: Resolution to Approve Resolution No. 102-2020, A Resolution Authorizing a Purchase Order to Oracle Elevator Company for elevator maintenance and inspection services in the amount of \$7,080 for Public Works and \$2,499 for Recreation PAR 3 in the total amount of \$9,579 for FY21 and a new contract value of \$67,997

DATE: 30 September 2020

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 102-2020. When the original solicitation was issued in 2017, solicitations were addressed to Town Council for one Fiscal Year and only if it exceeded the Town Manager's award authority. Since the original award, the Town has issued purchase orders for FY17, FY18, FY19 and FY20 in the total amount of \$58,418 excluding the replacement of the elevator at PAR 3 in FY19. The award for FY21, will now exceed the Town Manager's approval threshold due to the requested and approved budget amount of \$9,579 for continued services for both departments. The new total expenditure for this service will be \$67,997 by September 30, 2021.

It should be noted that this item is being presented to Town Council as Purchasing is reviewing all contracts to ensure full compliance with Town Policy and Procedures. Since this was an older contract, it was identified during our internal review of awarded contract.

WHY THE SERVICE IS REQUIRED

The Town procured a contractor to provide a full service contract for preventative maintenance, inspections and repairs to four (4) – 3-stop hydraulic elevators and two (2) – 2 stop hydraulic elevators at (5) Town owned buildings. Annual inspections for certificate of operation including monthly fire checks are required to be performed.

The elevators are located as follows:

LOCATION	QTY	UNIT	STOPS	TYPE	CAPACITY	LICENSE/SERIAL #
North Fire Station 300 North County Rd	1	Dover/Hydraulic	3	Passenger	2100 lbs	39153

Town Hall 360 South County Rd	1	Dover/Hydraulic	3	Passenger	3500 lbs	4476
Town Hall 360 South County Rd	1	National/Electric	2	Wheelchair	750 lbs	46046
Police Department 345 South County Rd	1	Miami Elevator/Hydraulic	3	Passenger	2100 lbs	38284
Central Fire Station 355 South County Rd	1	Thyssen Krup/Hydraulic	3	Passenger	3500 lbs	74200
Par 3 Clubhouse 2345 South Ocean Blvd	1	Oracle/ Hydraulic* this elevator was replaced in 2019 due to elevator not being a commercial elevator and a number of mechanical issues.	2	Passenger	1400 lbs	136014-L

HOW SERVICE WAS SOLICITATED

Town Purchasing issued RFQ 27-2017 for Elevator Maintenance and Inspection Services in 2017. The original award was made to Florida State Elevator which was acquired by Oracle Elevator Company. This the last year of this contract and will be re-solicited.

PERFORMANCE SINCE AWARD DATE

The Town has had satisfactory performance from the vendor.

FUNDING/FISCAL IMPACT

Funding for this service will be from the Public Works and Recreation expense budget.

PUBLIC WORKS and RECREATION REVIEW

This item has been reviewed by the Public Works and Recreation and is approved as recommended.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

Attachments

cc: Jay Boodheshwar, Deputy Town Manager
Paul Brazil, P.E., Public Works Director
Carolyn Stone, Director, Business Development
Paul Colby, Facilities Manager

Duke Basha, Assistant Purchasing Manager
Eric Shibley, CPPB, Senior Buyer