

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. 101-2020**, authorizing the Award of a Purchase Order to Mako Pool for FY21 in the Amount of \$25,100 and \$25,100 for FY22 based on Satisfactory Vendor Performance and Budget Authorization. The total recommended for this awarded contract will be \$115,907 that include FY18, FY19 and FY20 previous awarded purchase orders.

DATE: 30 September 2020

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 101-2020. 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 FY18, FY19 and FY20 in the total amount of \$65,707.

The award for FY21, will now exceed the Town Manager's approval threshold due to the requested and approved budget amount of \$25,100 for continued services. The new total expenditure for this service will be \$90,807 by September 30, 2021.

The other change to how items were presented to Town Council was submission for a five year period based on satisfactory vendor performance and subsequent budget authorizations. As such, the recommendation presented for Resolution No. 101-2020 will also include FY22 in the same annual allocation of \$25,100. The total recommended for this awarded contract will be \$115,907.

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 contracts.

WHY THE SERVICE IS REQUIRED

A contractor was required to perform weekly fountain, reflecting pool, water feature, aquatic plant fountain, cleaning and maintenance at the following locations:

- One (1) fountain and one (1) reflecting pool with associated fountain bowls and other water features located at the Town Square on North County Road between Australian Ave and

Brazilian Ave.

- Two (2) birdbath type fountains and one (1) live aquatic plant type fountain located on Hibiscus Avenue between Worth Avenue and Peruvian Avenue.
- One (1) vase type fountain at Peruvian Park located at the corner of North County Road and Peruvian Avenue.
- One (1) Artemis Fountain located in Bradley Park adjacent to Bradley Tea House.
- One (1) bronze statue type fountain with cast stone base in Ibis Isle Park.
- One (1) decorative cast stone with water feature in Phipps Plaza.

HOW SERVICE WAS SOLICITATED

Town Purchasing issued ITB No. 2018-06 and only received one responsive, responsible submittal. The award was made to Mako Pools, Inc.

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 expense budget.

PUBLIC WORKS REVIEW

This item has been reviewed by the Public Works and 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
Paul Colby, Facilities Manager
Duke Basha, Assistant Purchasing Manager
Eric Shibley, CPPB, Senior Buyer