

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. 100-2020**, A Resolution authorizing a purchase order to Florida Superior Sand, Inc. to furnish and deliver sand to PAR 3 in the Amount of \$12,000 for FY21 and \$12,00 for water crushed shell for FY21. The total recommended for this awarded contract will be \$89,405 which include FY17, FY18, FY19 and FY20 previously awarded purchase orders.

DATE: 30 September 2020

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 100-2020. When the original solicitation was issued in 2017, solicitations were addressed to Town Council for one Fiscal Year and only if it met 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 \$65,405.

The award for FY21, will now exceed the Town Manager's approval threshold due to the requested and approved budget amount of \$12,000 for continued services. The new total expenditure for this service will be \$89,405 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 contracts.

WHY THE SERVICE IS REQUIRED

Sand is required to support the PAR 3 operations. The following represents deliverables for the golf course:

- There are 13 sand traps on the golf course. It takes 75 tons of bunker sand to replenish annually.
- On an annual basis, 100-175 tons of green sand is used for divot filling and topdressing greens.
- 150-250 tons of 100% USGA specification topdressing sand, mostly for top dressing greens and tees.
- 250-350 tons of washed crushed shell to replenish the cart paths and flower beds done annually.

- 20 tons of sand injected into the greens

HOW SERVICE WAS SOLICITATED

Town Purchasing issued RFQ 02-2017 in August 2017. Florida Superior Sand was awarded the contract. 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 Recreation expense budget.

RECREATION REVIEW

This item has been reviewed by the Recreation 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
Carolyn Stone, Director of Business Development
Tim Campbell, Golf Course Superintendent
Duke Basha, Assistant Purchasing Manager
Eric Shibley, CPPB, Senior Buyer