

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 authorize a Purchase Order to Property Works for Vegetation and Litter Removal-Cleaning in the amount of \$42,758 for FY21 and \$42,758 for FY22 based on satisfactory performance and budget authorization for a total contract amount of \$172,000, **Resolution No. 103-2020**

DATE: 1 October 2020

STAFF RECOMMENDATION

Town staff recommends the approval of Resolution No. 103-2020 for Vegetation and Litter Removal-Cleaning.

The award for FY21 will now exceed the Town Manager's approval threshold. As such, the recommendation presented for Resolution No. 103-2020 will also include FY22 in the same annual allocation of \$42,758. The total recommended for this awarded contract will be \$172,000.

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 SERVICE IS REQUIRED

Town Purchasing issued ITB No. 2018-28 for Vegetation and Litter-Cleaning Services in 2018 that cover the following areas of Town:

- Royal Palm Way including the Royal Park Bridge to the draw span.
- Royal Poinciana Way including the Flagler Bridge to the draw span.
- County Road from Gulfstream Road to Sunrise Avenue.
- Coconut Row from Worth Avenue to Sunrise Avenue.

The duties include but not limited to removal of palm fronds and boots, leaf and branch removal, collection of paper, litter and debris and any other items that detract from the appearance of the Town.

HOW THE SERVICE WAS SOLICITED

The Town issued ITB 2018-28 and awarded the contract to Property Works as the responsive, responsible vendor.

PERFORMANCE SINCE AWARD DATE

The vendor has provided satisfactory service since the initial award in 2018.

FUNDING/FISCAL IMPACT

Funding for the award 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, Facility Division Manager
Duke Basha, Assistant Purchasing Manager
Eric Shibley, CPPB, Senior Buyer