

# TOWN OF PALM BEACH

Information for Town Council Meeting on: October 13, 2020

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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 the Town Manager to Award ITB No. 2021-01, Bradley Park Tidal Garden in an Amount Not-to-Exceed \$150,000, **Resolution No. 104-2020**

DATE: 1 October 2020

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council approve Resolution No. 104-2020, authorizing the Town Manager to Award ITB No. 2021-01, Bradley Park Tidal Garden in in an Amount Not-to-Exceed \$150,000.

## **BACKGROUND**

At the request of Public Works and the Garden Club, Town Purchasing issued a solicitation for the Bradley Park Tidal Garden, ITB No. 2021-01 on September 18, 2020. The ITB closes on October 9, 2020. As of October 1, 2020, twenty-two (22) vendors have registered to participate in the bid submission.

The original schedule was to take the recommended vendor to the November Town Council Meeting for review and approval.

The Garden Club has requested that the project be expedited prior to the November holiday schedule. Thus, an unusual recommendation is being made to approve the Town Manager to award the responsive, responsible vendor to complete the project.

While the bid opens on October 9<sup>th</sup>, Town Purchasing and Public Works have a responsibility to complete reference checks on the low responsive, responsible vendor. The Garden Club will also want to review the recommended vendor, thus making the timeline for the October Town Council Meeting difficult to meet.

Town Purchasing will report the recommendation and award to Town Council as is done for any award made by the Town Manger between the threshold of \$35,000 and \$65,000.

### **FUNDING/FISCAL IMPACT**

Funding for the project is a donation from the Garden Club and the design work is pro-bono from SMI in an amount not-to-exceed \$150,000.

### **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: Paul Brazil, P.E., Public Works Director  
Paul Colby, Facilities Division Manager  
Duke Basha, Assistant Purchasing Manager  
Eric Shibley, CPPB, Senior Buyer