

TOWN OF PALM BEACH

Information for Town Council Meeting on: November 10, 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 a Purchase Order to Celebrity Cleaners of West Palm Beach for Uniform Service for the Police and Fire Departments in the amount of \$20,000 for FY21, **Resolution No. 125-2020**

DATE: 28 October 2020

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 125-2020 which would approve a Purchase Order to Celebrity Cleaners of West Palm Beach for Uniform Service for the Police and Fire Departments in the annual amount of \$20,000 for FY21.

WHY THIS ACTION IS REQUIRED NOW

As Purchasing has been reviewing all contracts and agreements as they are entered into the Contract Management Software, it was noted that Celebrity Cleaners of West Palm Beach has been issued purchase orders for Fire and for Police independently of one another. The amount spent from FY17 to FY20 was \$86,450.

Staff recommends that the Town Council authorize \$20,000 for these services for FY21. With the inclusion of the FY21 authorization, the total five-year contract (FY17 – FY21) for both departments is \$106,450.

The approval of the Purchase Orders to Celebrity Cleaners of West Palm Beach by Town Council will ensure compliance with Town Policy and Procedures

GENERAL INFORMATION

The Police and Fire Departments proceeded independently of one another for cleaning services of uniforms. It wasn't until Purchasing began combining all purchase orders into the Contract Management Software was this total expenditure noted.

A bid was issued in 2017 for services. This is the final year of the contract and a new solicitation will be issued for both departments with a combined Resolution request to Town Council.

This exercise of cleaning up contracts enables the Town to be in compliance with all policies and procedures,

FUNDING/FISCAL IMPACT

Funding will be from the Police and Fire Department Budgets.

POLICE AND FIRE DEPARTMENT REVIEW

This item has been reviewed by the Police Department and Fire Department 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: Nicholas Caristo, Police Chief
Darrel Donatto, Fire Rescue Chief
Will Rothrock, Lt. Police Department
Stephanie Mavigliano, Administrative Specialist
Duke Basha, Assistant Purchasing Manager
Eric Shibley, CPPB, Senior Buyer