

# **TOWN OF PALM BEACH**

Information for Town Council Meeting on: December 8, 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 approve Award of Invitation to Bid No. 2020-19 and approve a Purchase order to The Green Experts Inc. as the Primary Awardee and Total Maintenance Environmental Services Inc. as the Secondary Awardee for the Maintenance of Beds at Southern Boulevard and Royal Poinciana Way in the Annual Amount of \$32,000 and a Project Five Year Award of \$165,000 Contingent Upon Satisfactory Vendor Performance and Budget Approval, **Resolution No. 135-2020**

DATE: 23 November 2020

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council approve Resolution No. 135 -2020 approving Award of Invitation to Bid No. 2020-19 and a Purchase Order to The Green Experts Inc. as the Primary Awardee and Total Maintenance Environmental Services Inc. as the Secondary Awardee for the Maintenance of Beds at Southern Boulevard and Royal Poinciana Way in the annual amount of \$32,000 and a Project Five Year Award of \$165,000 contingent upon satisfactory vendor performance and budget approval.

## **WHY THIS ACTION IS REQUIRED**

The previous contract expired and required a rebid to meet Town Policy and Procedures. The State requires all established contracts to be rebid after five years.

## **GENERAL INFORMATION**

The solicitation to maintain the Maintenance of Beds at Southern Boulevard and Royal Poinciana was issued as an Invitation to Bid (ITB) and there were three (3) responsive and responsible bidders. The Green Experts, Inc. was the low, responsive and responsible submitter to the ITB. Total Maintenance was the secondary low, responsive and responsible vendor.

Nine vendors viewed the solicitation which was advertised on DemandStar, Public Purchase and the Town-website.

The previously awarded vendor was Property Works.

**FUNDING/FISCAL IMPACT**

Funding for this service will be from the Public Works General Fund.

**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