

TOWN OF PALM BEACH

Information for Town Council Meeting on: August 10, 2021

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 the Award of Invitation to Bid No. 2021-14, Tree Trimming and Pruning to a Primary, Secondary and Tertiary Vendor in the Annual Amount of \$166,850 and a proposed Five Year Award of \$855,000 based on satisfactory vendor performance and annual budget authorizations, **Resolution No. 083-2021**

DATE: July 22, 2021

STAFF RECOMMENDATION

Town staff recommends that Town Council approve the Award of Invitation to Bid No. 2021-14, Tree Trimming and Pruning to a primary, secondary and tertiary vendor. The annual award is \$166,850. The proposed five year award is \$855,000 for all tasks based on satisfactory vendor performance and annual budget authorizations.

WHY THIS ACTION IS REQUIRED NOW

The contract for the Tree Trimming expired and a new solicitation was issued to meet Public Works maintenance schedules.

GENERAL INFORMATION

The Town has approximately 2,600 coconut trees which are trimmed bi-annually.

PROCUREMENT METHODOLOGY

Town Purchasing issued Invitation to Bid No. 2021-14 for Tree Trimming and Pruning. The objective was to select a Primary, Secondary and Tertiary Vendor based on pricing and reference checks. In the event that a vendor cannot provide service the option to go to a secondary vendor allows work to be performed as scheduled.

The solicitation was broadcast to 443 vendors. The Town had seven vendors submit bids. Two of the submittals were found to be non-responsive to the solicitation requirements. The recommended vendors for award are Sherlock Tree Company, Zimmerman Tree Services and Mignano Tree Care Inc.

Prior to recommendation to award to Sherlock Tree Company as the low, responsive, responsible bidder, Town staff met with the firm to garner satisfaction that the firm could adequately perform

the tasks as assigned in the ITB. It should be noted that staff had confidence in their ability to perform, based on their working knowledge of tree trimming, scheduling, equipment to perform the work and their on staff arborist.

A Best and Final Offer was requested from the low, responsive, responsible bidder. Sherlock provided an additional \$1,500 reduction in their contract pricing as submitted.

FUNDING/FISCAL IMPACT

Funding for this award will be from the Public Works Operations and Maintenance 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: Paul Brazil, P.E. Public Works Director
Paul Colby, Facilities Division Manager
John Lawrence, Grounds and Street Maintenance Supervisor