

## Information for Town Council Meeting on October 12, 2021

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving the Award of RFP No. 2021-24, Security Guard Services for the Town of Palm Beach Marina to Sunstates Security LLC in the Annual Amount of \$151,733, Establish an Annual Contingency Budget of \$15,173 and Establish a Five-Year Award of \$834,530, Based on Satisfactory Vendor Performance, Mutual Agreement and Budget Authorization, **Resolution No. 126-2021**

DATE: 27 September 2021

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### **STAFF RECOMMENDATION**

Staff recommends Town Council approving the Award of RFP No. 2021-24, Security Guard Services for the Town of Palm Beach Marina to Sunstates Security LLC in the annual amount of \$151,733, establish an annual contingency budget of \$15,173 and establish a five-year award of \$834,530, based on satisfactory vendor performance, mutual agreement and budget authorization.

### **SUMMARY EXPLANATION/BACKGROUND**

The Town issued RFP No. 2021-24, Security Guard Services for the Town of Palm Beach Marina. The previous contract utilized by the Town was not engaged for the requested services.

The goal of the contract is to provide exceptional security personnel to clearly align with the Town's mission to operate a super yacht facility in a private and secure setting that complements the existing balance between the neighborhood and marina.

### **PURCHASING METHODOLOGY**

Upon request by the Recreation Department to solicit, a scope of work was established and a Request for Proposal (RFP) was issued. The goal was to select a qualified firm based on their written proposal which includes pricing as a factor.

The Town sent twenty-three invitations to firms participate. Additionally, the Town Purchasing advertised nationally to seventy firms. From the outreach both from internal invitations and from the formal advertisement, fourteen firms submitted. Twelve firms were found to be responsive to the minimum qualifications and were referred to the Selection Committee for evaluation.

The Selection Committee consisted of:

- Voting – Mike Horn
- Voting – Mark Bresnahan
- Voting – Melissa Ladd
- Voting – Paul Alber
- Nonvoting - Keith Enright
- Nonvoting – Michael Koerner
- Nonvoting – Carolyn Stone
- Purchasing Facilitated

The RFP issued had the six evaluation factors:

- Experience of Firm / Past Performance 30% weight
- Experience/Ability of Personnel - 20% weight
- Workload and Scheduling - 10% weight
- Disputes, Litigation and Resolution - 10% weight
- Other - 5% weight
- Price – 5% weight

The Selection Committee ranked the top five firms for oral interviews/presentations. Following the oral interviews/presentations, the Selection Committee ranked Sunstates Security LLC as the top ranked firm.

### **FISCAL IMPACT/FUNDING SOURCE**

The funding will for this program is from the Marina Operating Fund.

### **USER DEPARTMENT CONCURRENCE**

The Recreation Department and Town Manager's Office is in full concurrence with this recommendation.

### **DUE DILIGENCE**

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. The review included conducting market research.

### **TOWN ATTORNEY REVIEW**

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Carolyn Stone, Assistant Town Manager  
Mike Horn, Dock Master  
Duke Basha, Assistant Purchasing Manager