

## Information for Town Council Meeting on February 8, 2022

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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 to Approve First Amendment to the Agreement with Palm Beach County for Maintenance and Repair of Fire Rescue Fleet Apparatus, Contingent Upon Annual Budget Approvals. **Resolution No. 021-2022**

DATE: 26 January 2022

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### **STAFF RECOMMENDATION**

Staff recommends Town Council approve Resolution No. 021-2022, authorizing the approval of First Amendment of Agreement with Palm Beach County for Maintenance and Repair of Fire Rescue Fleet Apparatus. This Amendment will extend the contract for additional five years. Annual Purchase Orders will be issued in the Amount Not-To-Exceed approved annual budget amounts for these services.

### **SUMMARY EXPLANATION/BACKGROUND**

The Town and Palm Beach County entered into an agreement for Maintenance and Repair of Fire Rescue Fleet Apparatus in 2012 for a ten-year agreement. Current Agreement expires on March 20, 2022, and there is a need for maintenance and repair services for Fire Rescue Fleet Apparatus. The Fire Department has been satisfied with services received and is in favor of agreement extension.

The new rates have increased which may require an additional \$25,000 for the budget in order to keep the same level of services for the Fire Rescue fleet but it is expected that this can be absorbed within the Fire-Rescue budget.

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

The funding for these services will be from the Fire Department Operational Budget. It should be noted that the annual purchase order amount should not exceed annual budget approvals for these services. Fiscal year 2022 budget for maintenance and repair services for Fire Rescue Fleet Apparatus has been approved at \$124,000.

### **USER DEPARTMENT CONCURRENCE**

The Fire Department 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:            Jay Boodheshwar, Deputy Town Manager  
                Darrel Donatto, Fire Chief  
                Duke Basha, Assistant Purchasing Manager