

# **TOWN OF PALM BEACH**

**Information for Town Council Meeting on: September 10, 2024**

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution No. 119-2024, approving a purchase order to Lucy, Inc. for continued services for the Town's Work Order Management System in an annual amount of \$70,00 and establishing a two-year contract award of \$140,000 contingent upon satisfactory vendor performance, mutual agreement and budget authorization

DATE: August 27, 2024

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## **STAFF RECOMMENDATION**

Staff recommends the Town Council approve Resolution No. 119-2024, approving a purchase order to Lucy, Inc. for continued services for the Town's Work Order Management System in an annual amount of \$70,00 and establishing a two-year contract award of \$140,000 contingent upon satisfactory vendor performance, mutual agreement and budget authorization.

## **SUMMARY EXPLANATION/BACKGROUND**

The Town engaged Lucy, Inc. for a Work Order Management System for Public Works with the intended goal of using across departments. Public Works has been using the platform since 2018 with great success. Currently the software provides for the following:

- All aspects of Public Works operations to include preventative maintenance, fleet, facilities, utilities, garbage collection, landscape maintenance, and outsourced maintenance functions.
- Public Works is using the software to include payroll integration into Tyler Eden.

The intent is to expand the software to recreation and to procurement warehouse operations in conjunction with the new ERP solution currently being solicited. This timeline would be after the implementation of the new ERP solution in early 2027. Based on this timeline, we are seeking the same dollar allocation for the next two years. After additional modules are implemented, we come back to Town Council for additional approval authorization.

The vendor has had no performance issues during the past year in administration of the software for Town needs within Public Works.

### **FUNDING/FISCAL IMPACT**

Funding for this contract will be from the Information Technology budget for contractual services. Departments in alignment with IT, determine needs and IT maintains the budget for all software requirements which provides oversight of expenditures.

### **TOWN ATTORNEY REVIEW**

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