

Information for Town Council Meeting on June 11, 2019

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 Selection Committee Recommendation for RFP No. 2019-10, Worth Avenue Commercial District Maintenance Program, to Batallan Enterprises, DBA, Property Works in the Amount of \$183,817; **Resolution No. 31-2019**

DATE: 30 May 2019

STAFF RECOMMENDATION

Staff recommends approval of the Selection Committee Recommendation for the Worth Avenue Commercial District Maintenance Program, to Batallan Enterprises, DBA, Property Works in the Amount of \$183,817, for a proposed five year contract award of \$1,105,798. The amount is paid for the by the property owners within the assessment area.

SUMMARY EXPLANATION/BACKGROUND

The previous contract for the Worth Avenue Commercial District Maintenance Program was issued in 2016. It was decided by Public Works and the Worth Avenue Commercial District to rebid the solicitation to address concerns that were not previously scoped in 2016 solicitation. The scope of the 2019 solicitation consisted of the following sections:

- Pressure Cleaning
- Weekly Maintenance and Cleaning
- Landscape and Streetscape Maintenance
- Equipment Replacement
- Landscape Replacement

Purchasing issued RFP No. issued March 1, 2019. The RFP was advertised on the following sites:

- Demand Star 527 firms notified
- Public Purchase 347 firms notified
- Purchasing Staff sent emails to 163 firms inviting them to participate.

Only three firms responded to the solicitation.

The Selection Committee conducted oral presentations on May 3, 2019 and overwhelmingly recommended Property Works. Purchasing reached out to Property Works and requested a Best and Final Offer. Property Works agreed to reduce the annual amount by \$8,161.

The Selection Committee consisted of the following voting members: Paul Colby, Brett Madison, Josh Martin, Amy Wood and Marley Herring.

FISCAL IMPACT/FUNDING SOURCE

The fiscal impact for the purchase will be \$183,817. The source of funding is a Non-Ad Valorem Assessment paid by the property owners within the assessment area.

USER DEPARTMENT CONCURRENCE

Public Works 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
Paul Brazil, Director of Public Works
Paul Colby, Facilities Division Manager
Duke Basha, Assistant Purchasing Manager