

BAL HARBOUR

- V I L L A G E -

OFFICE OF THE VILLAGE MANAGER

LETTER TO COUNCIL

NO. 188-2018

To: Mayor Gabriel Groisman and Members of the Village Council
From: Jorge M. Gonzalez, Village Manager 
Date: November 30, 2018
Subject: **Recurring Vendors**

The purpose of this Letter to Council (LTC) is to transmit to you information regarding recurring use of vendors which may exceed \$20,000 for the year.

As you know, on October 16, 2018, the Council approved the use of fifteen vendors. Within this approval, Council requested notification if any vendors on the list exceed the threshold of \$20,000. At this time, two vendors, Creative Staffing, Inc., and Lank Oil Company have exceeded \$20,000 in aggregate purchases.

Creative Staffing, Incorporated provides temporary staffing services to the Village, presently, four individuals from the firm are providing supplemental assistance to our Parks and Public Spaces Department to complete water and sewer meter replacements villagewide. Until the completion of this project, we expect the temporary labor expense to continue at a bi-weekly rate of approximately \$4,500, depending on the hours worked and number of temporary staff necessary for the phase of the project.

Lank Oil Company, provides diesel and unleaded fuel delivered to our tanks behind the Public Works facility to keep our Village fleet on the move. The spot market pricing for the fuel they provide is consistent with other vendors, and more importantly the freight fee they charge is considerably less than other vendors; for this reason, they are our primary source for fuel deliveries at a bi-weekly average cost of approximately \$5,400, depending on the quantities and daily pricing.

At the time of approval, I indicated that the fuel vendor would exceed the \$20,000 limit pretty early into the fiscal year. The Creative Staffing expense is related to this project to replace water meters throughout the Village. Once complete, the use of this vendor will return to historical patterns.

If you have any questions or need additional information, please feel free to contact me.

JMG/AR