

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

3H-4

Meeting Date: January 12, 2010

☒ Consent

☐ Regular

☐ Ordinance

☐ Public Hearing

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to approve:** An annual contract with Stokes Mechanical Contractors for installation, repair, and/or replacement of Heating Ventilation Air Conditioning (HVAC) systems on an as needed basis for projects typically under \$100,000 each.

**Summary:** This contract is for one (1) year and is an indefinite-quantity contract with a maximum value of \$2,000,000. The contract will terminate when a total of \$2,000,000 in work orders ~~are~~ issued among the pool of six (6) approved HVAC contractors or when the one-year time period has expired, whichever occurs first. The contract provides up to four (4) - one (1) year renewals, each for a not-to-exceed amount of \$2,000,000, at the sole option of the County. Staff will review the status of the contractor's certifications annually, prior to renewal, to ensure the firm remains qualified under the original pre-qualification criteria. The work is to be awarded as work orders on a lump-sum, competitively quoted basis among the pool of HVAC contractors. Any work performed will be in accordance with the Contract. The specific magnitude of the work shall be determined by individual work orders. The Small Business Enterprise (SBE) goal is 15%, and will be tracked cumulatively for each work order issued. Stokes Mechanical Contractors is a certified SBE Contractor and a Palm Beach County company. This is a bond-waiver contract. The cumulative value of active work orders at any time will be limited to \$200,000 per contractor.

(FD&O Admin) Countywide (JM)

**Background and Justification:** Bids were opened on October 7, 2009, for "Annual Contract: HVAC" and Stokes Mechanical Contractors was one (1) of six (6) HVAC contractors to submit a pre-qualification package that met the established criteria for acceptance as one of our Annual HVAC Contractors. The contract is effective for a period of twelve (12) months or at the point where the maximum potential contract amount of \$2,000,000 is reached among this pool of six (6) Annual HVAC Contractors.

**Attachments:**  
Contract

AGENDA ITEM  
CONTAINS MORE THAN 50 PAGES  
IT MAY BE VIEWED IN  
COUNTY ADMINISTRATION

Recommended by:

Anthony Wong  
Department Director

12/8/09  
Date

Approved by:

[Signature]  
County Administrator

12/29/09  
Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Year	2010	2011	2012	2013	2014
Capital Expenditures	0	0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match (County)	0	0	0	0	0
NET FISCAL IMPACT	*0	0	0	0	0

# Additional FTE

### Positions (Cumulative)

Is Item Included in Current Budget? Yes x No     

**Budget Account No: Not applicable**

Reporting Category \_\_\_\_\_

**Recommended Sources of Funds/Summary of Fiscal Impact:**

\*Potential maximum fiscal impact is \$2,000,000. Work Orders requiring BCC approval will be brought to the Board and fiscal impact will be addressed at that time; otherwise, funding will come from previously approved BCC projects.

**Departmental Fiscal Review:** \_\_\_\_\_

### III. REVIEW COMMENTS

**A. OFMB Fiscal and/or Contract Development & Control Comments:**

OFMB 28 12/17/09

Mr. J. Jacoby 12/22/89  
Contract Dev. and Control

**A. Legal Sufficiency:**

Assistant County Attorney

**This Contract complies with our contract review requirements.**

**A. Other Department Review:**

Department Director

**This summary is not to be used as a basis for payment.**