#### PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

#### AGENDA ITEM SUMMARY

Meeting Date: December 5, 2017

(X) Consent( ) Workshop

) Regular ) Public Hearing

Department:

Submitted By: Submitted For: <u>Environmental Resources Management</u> <u>Environmental Resources Management</u>

#### I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to receive and file:** Task Assignment Change Order No. 1 to Task Assignment No. GC913-1 (R2017-1366), Contract No. GC913 (R2017-0838) with the Florida Department of Environmental Protection (FDEP) providing for an amount increase per Routine Inspection from \$510.40 to \$515.50 resulting in a net increase of \$5.10 per Routine Inspection for a total increase of \$5,201.04. The increase will become effective September 1, 2017.

**Summary:** On June 20, 2017, the Board of County Commissioners (BCC) approved Contract No. GC913 (R2017-0838) with the FDEP. Task Assignment No. GC913-1, (R2017-1366) was approved by the BCC on September 12, 2017. This Task Assignment Change order No. 1 will increase the contract total by \$5,201.04 from \$520,511.02 to \$525,712.06. Delegated authority to sign all future time extensions, task assignments, certifications and other forms associated with the Contract was approved on June 20, 2017. <u>Countywide (AH)</u>

**Background and Justification:** Petroleum and chemical storage tank compliance services under a series of contracts with the FDEP has been in effect since 1988. The current program, known as the Permitting and Compliance Assistance Program, involves the inspection of underground and aboveground petroleum storage tanks for compliance and compliance assistance to prevent soil and groundwater contamination throughout Palm Beach, Martin and St. Lucie Counties.

#### Attachments:

1. Task Assignment Change Order No. GC913-1

2. Delegation of Approval Authority Memo

**Recommended by:** Department Director Approved by: Deputy/County Administrator Date

# **II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures Operating Costs	525,713				
External Revenues	(525,713)				
Program Income (County In-Kind Match (County)	/)		Not the second		
				-	
NET FISCAL IMPACT	0	·		P	
# ADDITIONAL FTE POSITIONS (Cumulative)					
Is Item Included in Curre	nt Budget?	Yes	<u>X</u>	No	
Does this item include th	e use of fede	ral funds?_	Yes	No <u>X</u>	
Budget Account No.:					
Fund <u>1231</u> Departmen	t <u>380</u> Unit	3223	Object	_Program	

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

FDEP Contract No. GC913

C. **Department Fiscal Review:** ( Menn

# **III. REVIEW COMMENTS**

OFMB Fiscal and /or Contract Dev. and Control Comments: Α.

Contract Development and Control 11/22/17q B. // Legal Sufficiency:

Assistant County Attorney

- C. **Other Department Review:**

**Department Director** 

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Required Signatures: Adobe Signature			
Task Assignment Number:	-1	Date:	Change Order No.
Contractor Name:PALM BEACH	COUNTY		
Contractor Representative: Robert	Robbins		
DEP Contract Manager: Roger Ru	Z		
Description of Change (Use addition	nal sheets if r	necessary):	

A net increase of \$5.10 per Routine Inspection.

The increase will become effective September 1, 2017. All inspections conducted through August 31, 2017, will be paid at the rate of \$510.40.

## Change in Task Amount

Item	Cost Reimbursement	Fee Schedule	Total
Original Task Amount:		520,511.02	520,511.02
Task amount prior to this change order:		520,511.02	520,511.02
Net increase/decrease in task amount:		5,201.04	5,201.04
Task amount with all change orders:		525,712.06	525,712.06

#### Change in Task Time

Original task completion date:	06/30/18		
Completion date prior to this change:	06/30/18	INE	
Net increase/decrease in task period:	5,201.04	R.	
Completion date with all change orders:	06/30/18		AUG 2 3 2017
			U U



## Florida Department of Environmental Protection

#### TASK ASSIGNMENT CHANGE ORDER FORM

### **Change in Funding Information**

Org. Code	E.O.	Object Code	Budget Entity	Special Category	Grant #	Year	Amount
37450104000	JD	132500	37450300	100029		00	\$ 525,712.06

#### CONTRACTOR

Robert Robbins Dr. er dekriktaline, er dekrikter Robbins de se de

08/04/2017 Date FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Roger Ruiz Digitally signed by Roger Ruiz Date: 2017.08.07 10:11:19 -04'00'

Contract Manager

MPPROVED AS TO FORM WWD LEGAL SUPFICIENCE

LEGAL SUFFICIENCE 6 Q )de en me

COLINTY ATTOMNED

Jennifer Vickers Digitally signed by Jennifer Vickers Date: 2017.08.07 14:29:14 -04'00'

Budget Representative John Truitt Digitally signed by John Truitt Date: 2017.08.11 15:01:30 -04'00'

Contractual Authority

APPROVED:

08/07/2017

Date

Date

Date

cc: Procurement Section (MS93) Bureau of Finance & Accounting (MS78) - 2 copies

# ATTACHMENT 2



**INTEROFFICE MEMORANDUM** Palm Beach County **Environmental Resources Management** 

DATI	E:
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**THROUGH:** 

TO:

Verdenia C. Baker County Administrator Jon Van/Arnam Deputy County Administrator

July 11, 2017

FROM:

Robert Robbins, Director Environmental Resources Management

SUBJECT: REQUEST FOR DELEGATION OF APPROVAL AUTHORITY: Contract No. GC913 with the Florida Department of Environmental Protection (FDEP) for the Permitting and Compliance Assistance Program for pollutant storage tank compliance.

On June 20, 2017, agenda item 5E-1 (R2017-0838) the County Commission approved the County Administrator or her designee to sign all future extensions, task assignments, and other forms associated with the Contract, and any necessary minor amendments that do not substantially change the scope of work, terms or conditions for this Contract.

This memorandum is my request for delegation of signatory authority for the Director or Deputy Director of Environmental Resources Management (ERM) to sign-all future time extensions, task assignments, certifications and other documents associated with this Contract and any necessary minor amendments to those documents that do not substantially change the scope of work or terms and conditions of the Contract. If you agree, please sign below and return this memorandum. I am available to answer any questions you may have concerning this request. Thank you in advance for your consideration.

Malle DATE: \_ APPROVED: Verdenia C. Baker, County Administrator



RR:mc Attachment