# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

#### **AGENDA ITEM SUMMARY**

Meeting Date:	May 7, 2019	(X) Consent ( ) Workshop	()Regular ()Public Hearing
Department: Submitted By: Submitted For:	<b>Environmental Reso</b>	ources Management ources Management ources Management	

#### I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: Task Assignment Change Order No. 2 to the State of Florida, Department of Environmental Protection (FDEP) Amended and Restated Contract No. GC913 (R2018-1206), Task Assignment No. GC913-2, provides an increase of state funding for variable inspections of petroleum storage tanks in the amount of \$23,000.

**Summary:** Petroleum storage tank compliance services under a series of contracts with FDEP have been in effect since 1988. Task Assignment Change Order No. 2 provides an increase of the contract total by \$23,000 from \$487,435 to \$510,435, for variable inspections due to FDEP estimates of variable inspections being low. Delegated authority to sign all future time extensions, task assignments, certifications, and other forms associated with this Contract was approved June 12, 2018. In accordance with County PPM CW-O-051, all delegated contracts/agreements/grants must be submitted by the initiating department as a receive and file agenda item. Countywide (SF)

**Background and Justification:** 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. 2

2. Delegated Authority

Recommended by	: Debourk Dum	4-3-19	
•	Department Director	Date	
Approved by:	toe	4/17/19	
	Assistant County Administrator	Date	

A. Five Year S	ummary of Fi	scal Impact:			
Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs					
External Revenues			-		-
Program Income (Count	y)	MATERIAL PROPERTY AND ADMINISTRATION OF THE PARTY AND ADMINIST			-
In-Kind Match (County)		and the second			
NET FISCAL IMPACT	0				
No. ADDITIONAL FTE POSITIONS (Cumulative	e)				
Is Item Included in Curre	nt Budget?	Yes _	X	No	
Does this item include th	ne use of fede	eral funds?	Yes	No X	
Budget Account No.:   Reporting Category	Fund <u>1231</u> De 	partment 38	0 Unit <u>323</u>	3_Object	
B. Recommended Sc	ources of Fun	ds/Summary	of Fiscal Im	pact:	
C. Department Fiscal	Review:	S. Newy	/		
	III. REVI	EW COMMEN	<u>ITS</u>		
A. OFMB Fiscal and /	or Contract D	ev. and Con	trol Commen	ıts:	
DE Legal Sufficiency:	4/12/19 1/11 94/10	Contract De	v. and Control	nolone Ly	1)6/19
Assistant County	Attornev				

C.

Other Department Review:

**Department Director** 

# ATTACHMENT 1



# Florida Department of Environmental Protection

#### TASK ASSIGNMENT CHANGE ORDER FORM

Required Signatures: Adobe Signature			
Task Assignment Number: GC913-2	Date: 03/18/2019	Change Order No. 2	
Contractor Name: PALM BEACH COUNTY			
Contractor Representative: Deborah Drum	· · · · · · · · · · · · · · · · · · ·		
DEP Contract Manager: Roger Ruiz			
Description of Change (Use additional sheets if	necessary):		
Increase of Funds for Variable Inspections in t	he amount of \$23,000.00.		

# Change in Task Amount

Item	Cost Reimbursement	Fee Schedule	Total
Original Task Amount:	·	487,435.00	487,435.00
Task amount prior to this change order:		487,435.00	487,435.00
Net increase/decrease in task amount:		23,000.00	23,000.00
Task amount with all change orders:		510,435.00	510,435.00

# Change in Task Time

Original task completion date:	06/30/19
Completion date prior to this change:	06/30/19
Net increase/decrease in task period:	+23,000.00
Completion date with all change orders:	06/30/19



### 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	\$ 487,435.00
37450104000	JN	132500	37450300	104138		00	\$ 23,000.00
							\$ 510,435.00

CONTRACTOR FLORIDA DEPARTMENT OF **ENVIRONMENTAL PROTECTION** Roger Rulz Digitally signed by Roger Ruiz Date: 2019.03.21 12:01:38 Deborah L. Drum Date: 2019 03 20 16:33:26 -04'00' 03/20/2019 Contract Manager Contract Manager Date Date APPROVED: Jennifer Vickers
Digitally signed by Jennifer
Vickers
Date: 2019.03.21 14:53:52 -04'00' APPROVED AS TO FÖRM Budget Representative Date Pletcher Herrald Digitally signed by Fletcher Herrald Date: 2019.03.21 16:04:25 -04'00' PERMITA VALUE L Contractual Authority Date

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



# INTEROFFICE MEMORANDUM Palm Beach County Environmental Resources Management

DATE:

June 7, 2018

TO:

Verdenia C. Baker

County Administrator

THROUGH:

Patrick Rutter

Assistant County Administrator

FROM:

Deborah Drum, Director

Environmental Resources Management

SUBJECT:

REQUEST FOR DELEGATION OF APPROVAL AUTHORITY:

Contract No. GC913 with the Florida Department of Environmental Protection 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 this Contract, and any necessary minor amendments that do not substantially change the scope of work, terms, or conditions of this Contract.

This memorandum is my request for delegation of signatory authority for the Director or Deputy Director of Environmental Resources Management 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, terms, or conditions of this 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.

APPROVED:

DATE: <u>6/12/8</u>

Verdenia C. Baker, County Administrator

DD:kf Attachment