PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	June 4, 2019	(X) Consent () Workshop	()Regular ()Public Hearing
Department: Submitted By: Submitted For:	Environmental Reso Environmental Reso Environmental Reso	urces Management	

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: Task Assignment Change Order No. 3 to the State of Florida, Department of Environmental Protection (FDEP) Amended and Restated Contract No. GC913 (R2018-1206), Task Assignment No. GC913-2, provides for the elimination of a \$400 rate per staff member, by revising sentence from "Inspection staff to attend annual meeting Spring 2019 at a rate of \$400 per staff member" to "Inspection staff to attend annual meeting Spring 2019."

Summary: This revision is due to FDEP's reimbursement rates being lower than the County's per diem rates identified in PPM CW-F-009. FDEP will reimburse the County for the actual cost of expenses. 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: Petroleum storage tank compliance services under a series of contracts with FDEP have 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. Frequent change orders to the task assignments are common due to FDEP's requirements for financial accountability and consistent policy implementation state-wide.

Attachments:

1. Task Assignment Change Order No. 3

2. Delegated Authority

Recommended by		9-7-19
	Department Director	Date
Approved by:	Pale	5/22/19
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fisca	l Years	2018	2019	2020	2021	2022
Capit	al Expenditures					
Opera	ating Costs					
Exter	nal Revenues					
Progr	ram Income (County	y)				
In-Kir	nd Match (County)		-	*****		
NET	FISCAL IMPACT	0				
	ADDITIONAL FTE ITIONS (Cumulative	e)				
ls Iter	n Included in Curre	nt Budget?	Yes _	X	No	
Does	this item include th	e use of fede	eral funds?	Yes	No <u>X</u>	
Budge Repo	et Account No.: Frting Category	-undDe	epartment	Unit	_Object	_
B.	Recommended So No fiscal impact.	urces of Fun	ds/Summary	of Fiscal Im	pact:	
C.	Department Fiscal	Review:	Strong			
		III. REVII	EW COMMEN	<u>ITS</u>		
A.	OFMB Fiscal and /	or Contract [Dev. and Con	trol Commen	its:	
В.	JUNG CE S 5/10 OFMB (6) 5/10 Legal Sufficiency:	l who 19 5/9 \$95/8	Contract De	v. and Control 3/19 Tw	ol 5/15	5/19
	S Assistant County A	Attorney				
C.	Other Department	Review:				
	Department Directe	or				

ATTACHMENT 1



Florida Department of Environmental Protection

TASK ASSIGNMENT CHANGE ORDER FORM

Required Signatures: Adobe Signature		
Task Assignment Number: GC913-2	Date: 04/10/2019	Change Order No. 3
Contractor Name: PALM BEACH COUNTY		
Contractor Representative: Deborah Drum		
DEP Contract Manager: Roger Ruiz		
Description of Change (Use additional sheets if r	necessary):	
"Revising sentence in current task assignment fi 'Inspection staff to attend annual meetin	_	of \$400 par staff manakan?
To read:	g spring 2019 at a rate	or \$400 per starr member.
Inspection staff to attend annual meeting	Spring 2019."	
This is necessary to ensure reimbursement for tr	ravel costs shall be in co	ompliance with Chapter 112, FS.
No changes in funding amount or information ef	ffected by this Task Ass	signment Change Order (TACO).

Change in Task Amount

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

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:	
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
			-				

CONTRACTOR		FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION			
Deborah L. Drum Digitally signed by Deborah L. Drum Drum Date: 2019.04.11 12:32:26-0400		Roger Ruiz Digitally signed by Roger Ruiz Date: 2019.04.11 12:59:29 -0400'			
Contract Manager	Date	Contract Manager	Date		
		APPROVED:			
		Fletcher Herrald Date: 2019.04.11 14:07:51 -04'00'			
		Budget Representative	Date		
		Fletcher Herrald Digitally signed by Fletcher Herrald Date: 2019.04.11 14:08:06 -04'00'			
		Contractual Authority	Date		

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

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

ATTACHMENT 2



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>| 6/124</u>

Verdenia C. Baker, County Administrator

DD:kf Attachment