

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date:	October 8, 2019	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing
Department:	Facilities Development & Operations		

I. EXECUTIVE BRIEF


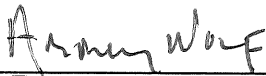
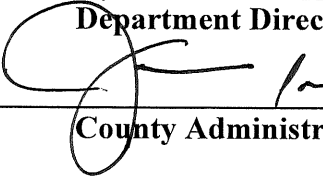
Motion and Title: Staff recommends motion to approve: A sole source annual contract with Big Cypress Tiki Huts Inc. (Big Cypress) for the replacement and repair of Chickee Huts on an as-needed basis.

Summary: On November 5, 2015, a contract was executed under the Department Director’s authority with Big Cypress as the only qualified business that responded to the request for qualifications for the annual contract to repair and/or replace chickee huts. The contract is set to expire November 4, 2019. The chickee huts are the only product that meets the requirements for an open sided wooden hut with a thatched roof of palm, other traditional materials, and does not incorporate electrical, plumbing, or non-wooden features. In addition, the style and design is consistent with traditional Seminole Indian customs and practices, which brings a historical and educational element to the County parks. Big Cypress is owned and operated by Seminole Indians and they manufacture, install and repair chickee huts. After a reasonable and thorough analysis of the marketplace, Big Cypress Tiki Huts, Inc. is the only available source of specialty chickee huts and the only contractor qualified to make the necessary repairs. The work consists of the replacement and/or repairs necessary for authentic Seminole Indian chickee hut facilities, as required. The contract is for a term of five (5) years and is an indefinite-quantity contract with a maximum cumulative value of \$500,000. The specific magnitude of the work shall be determined by individual work orders issued by Palm Beach County against this contract. Included in this contract is an annual three percent (3%) escalation increase in the contract unit prices as allowed by the term of the contract. In accordance with the Equal Business Opportunity (EBO) ordinance, sole source procurements are exempt from EBO requirements. The funding source will be identified on each work order, with the majority of the funding coming from the Parks and Recreation Fund. **(Capital Improvements) Countywide (LDC)**

Background and Justification: On June 19, 2018, the Board of County Commissioners approved increasing the capacity of the cumulative maximum value from \$199,000 to \$399,000. During the first three years of the contract, the County awarded \$281,552.70 in work orders. Big Cypress provided unit prices, which are the basis for the work orders issued under the contract associated with the repairs and/or replacements of chickee huts. The facilities being repaired or replaced are authentic Seminole Indian Chickee Huts and Big Cypress has successfully replaced or repaired these specialty facilities for over 3 years. Therefore, staff recommends Big Cypress for the award of this sole source agreement.

- Attachments:**
- 1. Contract for Big Cypress Tiki Huts, Inc.

Contracts are more than 100 pages and may be viewed in Minutes.

Recommended By:			9/19/19
		Department Director	Date
Approved By:			9-27-19
		County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2023	2024	2025
Capital Expenditures					
Operating Costs					
External Revenues					
In-Kind Match (County					
NET FISCAL IMPACT	*				
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget: Yes x No
Does this items include use of federal funds? Yes No x

Budget Account No: Fund Dept Unit Object Program

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Potential maximum fiscal impact is \$500,000. 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.

C. Departmental Fiscal Review: [Signature]

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

[Signature] 9/23/19 OFMB 9/23/19 [Signature] 9/26/19 Contract Development and Control 9/26/19

B. Legal Sufficiency: [Signature] 9/26/19 Assistant County Attorney

C. Other Department Review:

Department Director