

II. FISCAL IMPACT ANALYSIS

A. Five-Year Summary of Fiscal Impact:

<u>Fiscal Years</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
Number of additional FTE positions (Cumulative)	_____	_____	_____	_____	_____
Is Item Included In Current Budget?				Yes_____	No_____
Budget Account No.:	Fund_____	Dept._____	Unit_____	Object_____	Reporting Category_____

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

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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

OFMB

Contract Dev. and Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

ROUTING INFORMATION – Tourist Development Council

BOARD SERVICES – MINUTES DIVISION

ROUTED TO: Susan C. Brown or Tracy Ramsey

ROUTED FROM: Tim Montiglio, Board Services - Minutes (3-2958)

ITEM DESCRIPTION: Tourist Development Council (TDC) Grant Agreements

MEETING DATE: January 7, 2020

MEETING TYPE: BCC Regular

DEADLINE TO BOARD SERVICES: Friday, January 3, 2020 before 9:00 AM.

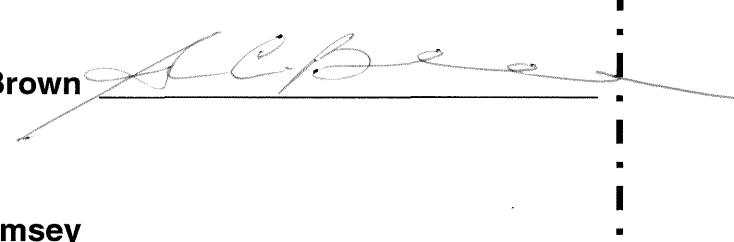
TDC Memo Dated	Number of Agreements	Date Routed	Reviewed By	Date Signed
11/01/19	1	01/02/20	Susan C. Brown 01/02/20	01/02/20

**DO NOT PROCESS
TO THE AGENDA
COORDINATOR
WITHOUT A
SIGNATURE:**

Susan C. Brown

or

Tracy Ramsey



JANUARY 7, 2020

CONSENT AGENDA

3.B.3. – CONTINUED

A)

One-time purchase and delivery of Genesis hydraulic rescue equipment from Rescue Systems Unlimited LLC for \$288,000.

B)

Removed.

C)

New term contract with Vital Records Holdings LLC d/b/a Vital Records Control Companies for \$531,000 for records storage, retrieval and disposal services from January 7, 2020 through October 17, 2022.

D)

New term contract with Universal Cabling Systems Inc. for \$669,290 for cabling systems, installation and repair from January 7, 2020 through January 6, 2021.

E)

Increase of term contract of \$390,000 with Baker & Taylor LLC for a total of \$1,710,000 for new and popular leased books for the County's Library system from February 1, 2019 through April 30, 2020.

F)

Renewal of term contract with Hyvac Mechanical Services Inc. for \$400,000 for air conditioning maintenance and repairs at Fire Rescue locations from February 29, 2020 through February 28, 2021.

G)

Renewal of term contract with James F. Schnelle Jr., P.E. d/b/a Environmental Management & Engineering LLC; A Cut Above Landscape & Maintenance Inc. for \$1,516,000 for landscape installation at various locations from February 7, 2020 through February 6, 2021.

H)

1)

Renewal of term contract with Life Insurance Company of North America, a CIGNA Company for Short Term Disability Insurance (STD) retroactive from January 1, 2020 through December 31, 2020.

2)

Renewal of term contract with Life Insurance Company of North America, a CIGNA Company for \$220,000 for Long Term Disability Insurance (LTD) retroactive from January 1, 2020 through December 31, 2020.

I)

Extension and increase of term contract of \$52,500 with Corcoran & Associates Inc. d/b/a Corcoran & Johnston; Ericks Consultants Inc.; The Moya Group Inc. for a total of \$157,500 for State lobbyist services from January 13, 2019 through July 12, 2020.

J)

Tourist Development Council Category "G" grant agreement with Equestrian Sport Production LLC for \$125,000 for the Winter Equestrian Festival.

PALM BEACH COUNTY/CONTRACTS AND AWARDS FOR APPROVAL
BOARD OF COUNTY COMMISSIONERS MEETING DATE OF
01/07/2020 Revised

Contractor(s)	Project	Contract Amount S/M/WBE Dollar Amount/Percentage of Participation	Department(s) or Division(s) Accounting Line(s)	Executor	Minutes #
EXHIBIT A					
Rescue Systems Unlimited LLC	One-time purchase and delivery of Genesis hydraulic rescue equipment per Purchase Order #ZG121219-9.	\$288,000.00 S/M/WBE: \$0	Fire Rescue Department 1300-440-4230-6401	Scarlett	

Fire Rescue Department requests a one-time purchase and delivery of Genesis hydraulic rescue equipment to replace aging equipment. Awardee is located outside Palm Beach County in the City of Tallahassee, Florida. This is a sole source provider who is not a certified S/M/WBE.

EXHIBIT B
Removed

EXHIBIT C

Vital Records Holdings LLC d/b/a Vital Records Control Companies	New term contract for records storage, retrieval and disposal services for the period 01/07/2020 through 10/17/2022 per Master Agreement #950647.	\$531,000.00 S/M/WBE: \$0	Countywide	Scarlett	
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The County has expended or encumbered \$147,457 (\$11,797/month) during the previous twelve and one half (12.5) month term contract. \$531,000 is needed to meet the County's requirements for records storage, retrieval and disposal services through the expiration of this new thirty-three and one quarter (33.25) month term contract. This purchase is off City of Fort Lauderdale, Contract #12257-095 and has one (1) twelve (12) month renewal option. Awardee is located out of State. There is no S/M/WBE currently certified for this commodity or service. This item was reviewed by the OEBO and a Waiver of API Requirements was approved.

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01/07/2020 Revised

Contractor(s)	Project	Contract Amount S/M/WBE Dollar Amount/Percentage of Participation	Department(s) or Division(s) Accounting Line(s)	Executor	Minutes #
EXHIBIT D					
Universal Cabling Systems, Inc.	New term contract for cabling systems, installation and repair for the period 01/07/2020 through 01/06/2021 per Master Agreement #19042R.	\$669,290.00 SBE: 100%	Information Systems Services 3901-491-1316-4674 3901-491-1329-4674 3901-491-1349-4674	Scarlett	

The County has expended or encumbered \$101,971. (\$22,660/month) during the previous four and one half (4.5) months of the previous five (5) month term contract. \$669,290 is needed to meet the County's requirements for cabling systems, installation and repairs through the expiration of this new twelve (12) month term contract. This term contract has four (4) twelve (12) month renewal options. Awardee is located in Palm Beach County. This item was reviewed by the OEBO and a SBE price preference was recommended.

EXHIBIT E					
Baker & Taylor, LLC	Increase of term contract for new and popular leased books for the County's Library system for the period 02/01/2019 through 04/30/2020 per Master Agreement #15025D.	Increased Amount: \$ 390,000.00 Total with increase: \$1,710,000.00 S/M/WBE: \$0	Library Department 1180-320-3200-4403	Scarlett	

The County has expended or encumbered \$1,102,592 (\$105,009/month) during the previous ten and one half (10.5) months of the current fifteen (15) month term contract, which includes a three (3) month extension pursuant to the Director of Purchasing's authority to complete the procurement process required for a new term contract. The Library Department requests an increase of \$390,000, over the previous authorized amount of \$1,320,000, inclusive of the Purchasing Director's ten percent (10%) authority, for the remaining four and one half (4.5) months of the current term contract. This increase is required for new and popular leased books during the contract extension. This term contract has no renewal options. Awardee is located out of State. No S/M/WBE vendor submitted a bid on this project.

PALM BEACH COUNTY/CONTRACTS AND AWARDS FOR APPROVAL
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Contractor(s)	Project	Contract Amount S/M/WBE Dollar Amount/Percentage of Participation	Department(s) or Division(s) Accounting Line(s)	Executor	Minutes #
<u>EXHIBIT F</u> Hyvac Mechanical Services, Inc.	Renewal of term contract for air conditioning maintenance and repairs at Fire Rescue locations for the period 02/29/2020 through 02/28/2021 per Master Agreement #18023B.	\$400,000.00 S/M/WBE: \$0	Fire Rescue Department 1300-440-4211-4610 1300-440-4231-4610 1300-440-4232-4610 1300-440-4233-4610 1300-440-4234-4610 1300-440-4235-4610 1300-440-4236-4610 1300-440-4237-4610 1300-440-4238-4610	Scarlett	

The County has expended or encumbered \$238,782 (\$26,531/month) during the previous nine (9) months of the current twelve (12) month term contract. Due to necessary repairs, parts, and maintenance of aging HVAC systems at various stations throughout the County, \$400,000 is needed to meet the County's requirements through the expiration of this new twelve (12) month renewal term contract. This term contract has two (2) twelve month renewal options remaining. Awardee is located outside Palm Beach County in the City of Deerfield Beach, Florida. The original bid was established by a competitive selection process. No S/M/WBE vendor submitted a bid on this project. The Goal Setting Committee has determined that this contract be rebid with an S/M/WBE price preference. To ensure the County has no gap in service, this contract will remain in place until such time as a new award is made.

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<u>EXHIBIT G</u>					
James F. Schnelle Jr., P.E. d/b/a Environmental Management & Engineering, LLC.; A Cut Above Landscape & Maintenance, Inc.	Renewal of term contract for landscape installation at various locations for the period 02/07/2020 through 02/06/2021 per Master Agreement #17005C.	\$1,516,000.00 S/M/WBE: 100%	Countywide	Scarlett	

The County has expended or encumbered \$215,293 (\$22,081/month) during the previous nine and three quarter (9.75) months of the current twelve (12) month term contract. Due to anticipated projects, replacement of dead foliage, and maintenance of plantings throughout the County, \$1,516,000 is needed to meet the County's requirements through the expiration of this new twelve (12) month renewal term contract. This term contract has one (1) twelve (12) month renewal option remaining. Awardees are located in Palm Beach County. This item was reviewed and approved for renewal by the OEBO.

EXHIBIT H

Life Insurance Company of North America, a CIGNA Company	A. Renewal of term contract for Short Term Disability Insurance (STD) for the period retroactive from 01/01/2020 through 12/31/2020 per Master Agreement #15065C.	Employee Paid: \$350,000.00 (Est.) S/M/WBE: Amount dependent upon usage	Risk Management 7001-L29-2290-0124 (Voluntary) Employee Paid 7001-2295-0124 (Palm Tran)	Scarlett	
	B. Renewal of term contract for Long Term Disability Insurance (LTD) for the period retroactive from 01/01/2020 through 12/31/2020 per Master Agreement #15065C.	Employee Paid: \$430,000.00 (Est.) County Paid: \$220,000.00 (Est.) Total Amount: \$650,000.00 (Est.) S/M/WBE: Amount dependent upon usage	Risk Management 7001-L29-2290-0330 (Basic) County Paid 7001-L29-2290-0335 (Buy-Up) County & Employee Paid 7001-L29-2290-0123 (Voluntary) Employee paid 7001-2295-0123 (Palm Tran)		

(See Next Page for Summary)

PALM BEACH COUNTY/CONTRACTS AND AWARDS FOR APPROVAL
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01/07/2020 Revised

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A. During the previous ten and three quarter (10.75) months of the current twelve (12) month term contract, employees have paid \$277,711 (\$25,834/month) in fees for short-term disability insurance. Based upon the prior enrollment number of employees electing to purchase the plan and the increase in the County's labor force and salaries, the total estimated value of this new twelve (12) month renewal term contract is \$350,000. This term contract is retroactive to January 1, 2020 and has no renewal options remaining. Awardee is located outside Palm Beach County in the City of Sunrise, Florida. The original contract was established by a competitive RFP process that allowed up to ten (10) points for S/M/WBE participation. This contract was awarded to a non-S/M/WBE vendor utilizing an S/M/WBE subcontract. This item was reviewed and approved for renewal by the OEBO.

B. The County has expended or encumbered \$411,456 (\$38,275/month) during the previous ten and three quarter (10.75) months of the current twelve (12) month term contract. Based upon the prior enrollment number of employees, the salaries of participating employees, and an increase in the County's salaries, the total estimated value of this new twelve (12) month renewal term contract is \$650,000. This term contract is retroactive to January 1, 2020 and has no renewal options remaining. Awardee is located outside Palm Beach County in the City of Sunrise, Florida. The original contract was established by a competitive RFP process that allowed up to ten (10) points for S/M/WBE participation. This contract was awarded to a non-S/M/WBE vendor utilizing an S/M/WBE subcontract. This item was reviewed and approved for renewal by the OEBO.

EXHIBIT I

Corcoran & Associates, Inc., d/b/a Corcoran & Johnston; Ericks Consultants, Inc.: The Moya Group, Inc.	Extension and increase of term contract for State lobbyist services for the period 01/13/2019 through 07/12/2020 per Master Agreement #15008-2D, #15008-3D, and #15008-5D.	Increased Amount: \$ 52,500.00 Total with increase: \$157,500.00 S/M/WBE: \$0	Legislative Affairs 4001-120-1110-3101 4001-720-1110-3101	Scarlett
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The County has expended or encumbered \$78,500 (\$8,750/month), inclusive of all three (3) contracts, during the previous nine (9) months of the current twelve (12) month term contracts. An additional six (6) month extension to each current contract is necessary in order to complete the procurement process required for new term contracts. In addition, an increase of \$52,500, (\$17,500 per contract), over the previously authorized amount of \$105,000 (\$35,000 each contract) is required in order to continue State lobbyist services during the extension of the contracts. Awardees are located outside Palm Beach County in the cities of Tallahassee, Orlando, and Aventura, Florida. The original contract was established by a competitive RFP process that allowed up to ten (10) points for S/M/WBE participation. No certified S/M/WBE participation was offered by the recommended awardee.

TOTAL AMOUNT OF ALL AWARDS \$4,066,790.00



INTEROFFICE MEMORANDUM

DATE: November 1, 2019

TO: Janel Larvin
Clerk & Comptroller, Finance Manager

FROM: Joan Hutchinson *JH*
TDC, Contracts & Grants Coordinator

RE: CATEGORY "G" GRANT AGREEMENTS

I have attached three (3) originals of the following Category "G" Grant Agreement:

Equestrian Sport Production, LLC for the Winter Equestrian Festival	\$125,000
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Will you please add this agreement to the next "contract list" for BCC approval?
Following approval, I am requesting 2 original copies of the Category "G" Grants be returned to this office. If you have any questions, please call me at 233-3131.

JH
Enclosures
cc: Jared Fleet, Sports Commission
Patty Ramirez, TDC