This agenda item is more than 100 pages and may be viewed in Minutes. Agenda Item #: 3H-3

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

| Meeting Date: | February 4, 2020 | [X] Consent [] Ordinance | [] Regular [] Public Hearing |
|---------------|-----------------------|---------------------------|-----------------------------------|
| Department: | Facilities Developmen | it & Operations | |

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Annual contracts with the following contractors for Low Voltage services on an as-needed basis through September 12, 2021.

ContractorStatusSBE or Non-SBEA) Innuvo Inc.Non- LocalNon-SBEB) Intranet Communications Group, Inc.LocalSBE

Summary: On September 13, 2016, the Board approved the annual Low Voltage contract. The work consists of low voltage construction services associated with repairs, improvements and renovations to county properties on an as needed basis. These two (2) contractors now joins the list of nineteen (19) already prequalified contractors for a total of twenty-one (21) with a contract expiration date of September 12, 2021. The specific requirements of the work shall be determined by individual work orders issued against this annual contract. These contracts are five (5) year indefinite-quantity contracts with a maximum cumulative value of \$5,000,000 across all prequalified contractors. Work is to be awarded as work orders on a lump-sum, competitively bid basis across all prequalified contractors. Contractors are allowed to qualify at any time and be added to this annual contract. Projects \$100,000 and over are advertised on the vendor self-service (VSS) website while projects \$200,000 and over are also advertised in the newspaper. Projects under \$100,000 are bid among the pool of pre-qualified contractors (currently twenty-one (21) have pre-qualified) and for projects over \$100,000, the bidding pool is expanded to include any additional bidders responding to the specific project advertisement that submit a qualification application at least 10 days before the bid due date. The Low Voltage annual contract was presented to the Goal Setting Committee on January 2, 2019 and the committee established an Affirmative Procurement Initiative (API) of price preference for Small Business Enterprise (SBE) contractors if their bid is within 10% of the lowest nonsmall business bid. Actual Small/Minority/Women Owned Business Enterprise (S/M/WBE) participation will be identified on each work order, and will be tracked cumulatively for each work order issued. Current cumulative S/M/WBE participation for all work orders to-date under the Low Voltage Annual is 59.92%. (Capital Improvements) Countywide (LDC)

Background and Justification: The pre-qualification for this contract was advertised on January 24, 2016. These two (2) additional contractors have met the established criteria and now joins the list of nineteen (19) contractors already pre-qualified for the contract. Work is awarded as work orders on a lump-sum, competitively bid basis among the pool of pre-qualified Low Voltage contractors for projects under \$100,000. Additionally projects \$100,000 and over are advertised on VSS, and projects \$200,000 and over are also advertised in the newspaper. Contractors may become pre-qualified and added to the Low Voltage contract at any time throughout the duration of the annual contract.

Attachments:

- 1. Innuvo Inc.
- 2. Intranet Communications Group, Inc.
- 3. Annual Contract Low Voltage 2019 Control Sheet

| Recommended By: | thomy Wix | 1/14/2020 | | |
|-----------------|----------------------|-----------|--|--|
| All | Department Director | Date | | |
| Approved By: | Marke | 1/17/2020 | | |
| | County Administrator | Date/ | | |

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II. FISCAL IMPACT ANALYSIS

| A. | Five Year Summary of F | iscal Impact: | | | | |
|------------|---|---------------|-----------|----------------|---------|--------|
| Fisc | eal Years | 2020 | 2021 | 2022 | 2023 | 2024 |
| Ope Ext | oital Expenditures erating Costs ernal Revenues Kind Match (County | | | | | |
| NE' | Γ FISCAL IMPACT | * | | | - | |
| | DDITIONAL FTE SITIONS (Cumulative) | | | | | |
| | tem Included in Current Bues this items include use of f | | | | X | |
| Bud | lget Account No: Fund _ | Dept | Unit _ | Object | Progr | ram |
| C. | Departmental Fiscal Rev | 1 0 | | | - | |
| | | | VIEW COMM | | | |
| A. (| OFMB Fiscal and/or Con | • | A. | evelopment and | Wolf () | 16/203 |
| В. | Legal Sufficiency: Assistant County Attorney | PHO/20 | 6. | | \ | |
| C. | Other Department Revie | ew: | | | | |
| | Department Director | | | | | |