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Agenda Item #: 3H-13

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date:	**February 2, 2021**	**[X] Consent**	**[ ] Regular**
		[ ] Ordinance	**[ ] Public Hearing**

Department: **Facilities Development & Operations**

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: annual contracts with the following contractors for roofing services on an as-needed basis through November 16, 2025.

Contractor	Status	SBE or Non-SBE
ACC Mastercraft Roofing Contractors, Inc.	Local	Non-SBE

Summary: On November 17, 2020, the Board approved the annual roofing contract. The contractor now joins the list of eight (8) already prequalified contractors for a total of nine (9) with a contract expiration date of November 16, 2025. 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 $3,000,000 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 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 roofing annual contract was presented to the Goal Setting Committee on July 15, 2020, and the Committee established an Affirmative Procurement Initiatives (API) of sheltered market for projects under $100,000 (when three (3) or more small businesses are qualified under the annual contract) or a Small Business Enterprise (SBE) contractor will be given a price preference if its bid is within 10% of the lowest non-small 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 all work orders issued. **(Capital Improvements) Countywide (LDC)**

Background and Justification: The pre-qualification for this contract was advertised on July 18, 2020. The contractor has met the established criteria. For projects under $100,000, work is awarded as work orders on a lump-sum, competitively bid basis among the pool of pre-qualified roofing contractors. 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 roofing contract at any time throughout the duration of the annual contract.

Attachments:
1. ACC Mastercraft Roofing Contractors, Inc.

Recommended By: Jamie C. Ayala-Valles — 1/05/21
Department Director — **Date**

Approved By: R Baker — 1/13/21
County Administrator — **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2021	2022	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:

* There is no fiscal impact associated with this item. Work Orders requiring the Board of County Commissioners approval will be brought to the Board of County Commissioners and fiscal impact will be addressed at that time; otherwise, funding will come from projects previously approved by the Board of County Commissioners.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

1/7/21
OFMB 1/5 AP 1/6

1/11/21
Contract Development and Control
1-11-21 TW

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.