

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: September 14, 2021 [] Consent [X] Regular
[] Workshop [] Public Hearing

Submitted By: Department of Airports

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- (A) An increase of \$500,000 to term contract for Janitorial Services at the Palm Beach International Airport (PBI) (Term Contract) with Triangle Services of Florida, Inc. d/b/a Triangle Services (Triangle) for the period commencing October 1, 2020, and ending on September 30, 2021 per Master Agreement #17032C.
(B) Renewal of the Term Contract with Triangle, commencing October 1, 2021, and ending on September 30, 2022, in an amount not to exceed \$3,600,000 per Master Agreement #17032D.
(C) A Budget Transfer in the amount of \$500,000 in the Airports Operating Fund, including a reclass from Reserves in the amount of \$500,000.

Summary: The original amount approved for the Term Contract for the period commencing on October 1, 2020, and ending on September 30, 2021, was \$2,685,989. This item will increase the total authorized contract amount for the current contract period ending on September 30, 2021, to \$3,185,989. This increase is necessary due to the COVID-19 pandemic, and the need to provide additional custodial services at PBI. This item also provides for the exercise of the final renewal option under the Term Contract. The renewal period will commence on October 1, 2021, and end on September 30, 2022. The Term Contract provides for the payment of an annual management fee of \$153,800. Expenses, including employee salaries and benefits, are paid on a reimbursement basis in accordance with an annual budget approved by the Department of Airports, which is projected to be \$3,600,000 for the final renewal period, including the management fee of \$153,800. The contract amount for the: (i) initial twelve (12) month term contract was \$2,685,989, with \$2,423,499.45 expended; (ii) first twelve (12) month renewal term was \$2,685,989, which was increased to \$2,954,587, with \$2,826,621.89 expended; (iii) second twelve (12) month renewal term was \$2,685,989, which was increased to \$2,954,587.90, with \$2,677,739.98 expended. Triangle is located in Ft. Lauderdale, Florida. The Term Contract was established through a competitive solicitation, which included renewal options. The Term Contract was advertised pursuant to the Small Business Enterprise (SBE) Ordinance in place at the time with an SBE goal of 15%. Triangle committed to 18% SBE participation. The cumulative SBE participation to date is 16.8%. Pursuant to changes to Chapter 332, Florida Statutes, a governing body of a commercial service airport may not approve purchases of contractual services in excess of the Category Five threshold amount of \$325,000 established by Section 287.017, Florida Statutes, on a consent agenda. The contract amounts exceed the threshold amount and must be approved on the regular agenda. Countywide (AH)

Background and Policy Issues: As a result of the COVID-19 pandemic, Triangle has provided additional custodial services in the PBI terminal, resulting in additional costs for consumables, equipment and staffing. The Transportation Security Administration has agreed to reimburse County for enhanced cleaning of the security checkpoints pursuant to Other Transaction Agreement No. 70T01018T9NCKP023 (R-2018-0382, as amended) in the amount of \$23,219.84 per month through September 30, 2021.

Attachments: Budget Transfer

Recommended By: Anna Burke 8-25-21
Department Director Date

Approved By: W Baker 9/8/21
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>\$500,000</u>	_____	_____	_____	_____
Operating Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u><u>\$500,000</u></u>	<u><u>\$-0-</u></u>	<u><u>\$-0-</u></u>	<u><u>\$-0-</u></u>	<u><u>\$-0-</u></u>
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes _____ No X*
 Does this item include the use of federal funds? Yes ___ No X

Budget Account No: Fund 4100 Department 120 Unit Various* Object 3403
 Reporting Category _____

(Handwritten initials)

*The fiscal year 2021 increase is not included in the current budget; the fiscal year 2022 amount is included.

*Various Units (2110, 2280, 2320, 2340, 2410, 2420, 2430)

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

The County has expended or encumbered \$2,321,754.35 for services provided through June 2021. Approval of this item will increase the authorized amount of the Term Contract by \$500,000 from \$2,685,989 to \$3,185,989 to ensure sufficient funds are available through the remainder of the current contract period and includes a reclass from Reserves in the amount of \$500,000 for fiscal year 2021. This item also provides for the renewal of the Term Contract, commencing on October 1, 2021, and expiring on September 30, 2022, with a not to exceed amount of \$3,600,000, which is included in the fiscal year 2022 budget.

C. Departmental Fiscal Review: *(Signature)*

III. REVIEW COMMENTS

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

(Signature) 8/27/21
 OFMB *(Handwritten initials)*
 8-26-21

(Signature)
 Contract Dev. and Control
 9/2/21 TW

B. Legal Sufficiency:

(Signature)
 Assistant County Attorney

C. Other Department Review:

 Department Director

REVISED 11/17

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT)

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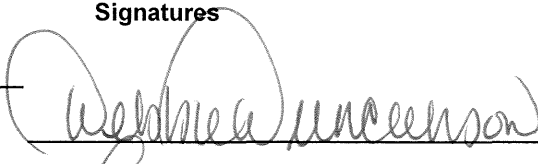
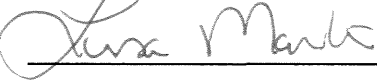
BUDGET TRANSFER
BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA

Advantage Document Numbers:
 BGEX 081821/1750

Fund 4100 Airport Operating Fund

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ADOPTED BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 08/18/2021	REMAINING BALANCE
Expenditures								
120-2430-3403	Other Contract Services	2,334,621	2,334,621	500,000		2,834,621	1,947,045	887,576
120-9900-9901	Contingency Reserves	10,297,211	59,776,692		500,000	59,276,692		59,276,692
	Total Appropriations & Expenditures			0	500,000			

	Signatures	Date	
OFMB		8/24/21	By Board of County Commissioners
INITIATING DEPARTMENT/DIVISION		8/27/21	At Meeting of
Administration/Budget Department Approval			September 14, 2021
OFMB Department - Posted			Deputy Clerk to the Board of County Commissioners