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Agenda Item #: 3H-5

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date:	**October 19, 2021**	**[X] Consent**	**[ ] Regular**
		[ ] Ordinance	**[ ] Public Hearing**

Department: **Facilities Development & Operations**

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: an annual contract with the following contractor for low voltage services on an as-needed basis through August 16, 2026.

	Contractor	Status	SBE or Non-SBE
A)	Intranet Communications Group, Inc.	Local	SBE
B)	Miami Business Telephones, Corp.	Non-Local	Non-SBE

Summary: On August 17, 2021, the Board of County Commissioners (Board) approved the annual low voltage contract. The work consists of low voltage services on an as needed basis. The contractors now join the list of seven (7) already prequalified contractors for a total of nine (9) prequalified contractors with a contract expiration date of August 16, 2026. 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 $4,000,000 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 nine (9) 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 March 17, 2021 and the Committee established Affirmative Procurement Initiatives of a Sheltered Market for projects under $100,000 or a Price Preference on projects $100,000 or greater. 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 April 18, 2021. The contractors have met the established criteria and now join the list of seven (7) contractors already pre-qualified for the contract for a total of nine (9). For projects under $100,000, work is awarded as work orders on a lump-sum, competitively bid basis among the pool of pre-qualified low voltage 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 low voltage contract at any time throughout the duration of the annual contract.

Attachments:
1. Contract for Intranet Communications Group, Inc.
2. Contract for Miami Business Telephones, Corp.
3. Annual Contract – Low Voltage 2021-025531: Control Sheet

Recommended By: _____ 10/08/2021
Department Director **Date**

Approved By: _____ 10/15/21
County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	**2022**	**2023**	**2024**	**2025**	**2026**
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 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:

9/28/21
OFMB 9-21-21 LM 9/21

9/29/21
Contract Development and Control
9-29-21

B. Legal Sufficiency:

_____
Assistant County Attorney

C. Other Department Review:

_____
Department Director