

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: **July 12, 2022** 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 Heating, Ventilation and Air Conditioning (HVAC) services on an as-needed basis through January 6, 2025.

<u>Contractor</u>	<u>Status</u>	<u>SBE or Non-SBE</u>
CT/HX Services, LLC	Non-Local	Non-SBE

Summary: On January 7, 2020, the Board of County Commissioners (Board) approved the annual HVAC contract (R2020-0019 thru R2020-0023). The work consists of HVAC services related to system and component installations, upgrades, replacements, modifications and repairs. The contractor now joins the list of eighteen (18) prequalified contractors for a total of nineteen (19) with a contract expiration date of January 6, 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 \$13,000,000 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 HVAC annual contract was presented to the Goal Setting Committee on August 21, 2019 and the committee established Affirmative Procurement Initiatives (API) of sheltered market for projects less than \$100,000 or 10% Small Business Enterprises (SBE) price preference for 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 each work order issued. To date, the cumulative S/M/WBE participation for all work orders under the annual HVAC contract is 32.43%. **(Capital Improvements) Countywide (MWJ)**

Background and Justification: The pre-qualification for this contract was advertised on September 29, 2019. The contractor has met the established criteria and now joins the list of eighteen (18) contractors pre-qualified for the contract. For projects under \$100,000, work is awarded as work orders on a lump-sum, competitively bid basis among the pool of pre-qualified HVAC 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 HVAC contract at any time throughout the duration of the annual contract.

Attachments:

- Contract for CT/HX Services, LLC
- Annual Contract – HVAC 19601: Control Sheet

Recommended By: *Donna L. Gyal Gallego* 6/9/22
 Department Director Date

Approved By: *W. Baker* 6/27/22
 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	<u>_____*</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
# 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 (Board) approval will be brought to the Board and fiscal impact will be addressed at that time; otherwise, funding will come from projects previously approved by the Board.

C. Departmental Fiscal Review: Robert Eric Mullen
 HBBM

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

<u>ASTDella</u> 6/10/22 OFMB 9A 6/10/22 20/10/22	<u>John J. Jarboe</u> 6/21/22 Contract Development and Control 6-21-22 re
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B. Legal Sufficiency:
CCG 6/23/22
 Assistant County Attorney

C. Other Department Review:

 Department Director