

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: August 23, 2022	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Regular
	<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing

Submitted By: Department of Airports

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the Purchasing Department’s issuance of an award letter for the twelve (12) month extension of the 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, 2022, and ending on September 30, 2023, per Master Agreement #17032D, and an increase to the Term Contract of \$3,600,000.00.

Summary: The Term Contract ends on September 30, 2022, with no further renewal options. The County has expended or encumbered \$3,565,114 during the previous ten and one half (10.5) months of the current twelve (12) month term contract. This item provides approval for the Purchasing Department to issue an award letter extending the Term Contract by twelve (12) additional months to provide sufficient time for the Purchasing Department to issue a new competitive solicitation and award a new term contract without a gap in service. In the event the full twelve (12) month extension is not required for the award of a new term contract, the County may terminate the Term Contract for convenience. This extension is necessary due to staffing shortages and the COVID-19 pandemic which resulted in workload reprioritizations. The Term Contract provides for the payment of a monthly management fee of \$12,816.66. Expenses, including employee salaries and benefits, are paid on a reimbursement basis in accordance with an annual budget approved by the Department of Airports. The total cost for the 12-month extension is projected to be \$3,600,000. The Term Contract amount for the: (i) initial 12-month term was \$2,685,989, with \$2,423,499.45 expended; (ii) first 12-month renewal term was \$2,685,989, which was increased to \$2,954,587, with \$2,826,621.89 expended; (iii) second 12-month renewal term was \$2,685,989, which was increased to \$2,954,587.90 with \$2,677,740 expended; (iv) third 12-month renewal term was \$2,685,989, which was increased to \$3,185,989 with \$2,826,628 expended; and (v) fourth 12-month renewal term was \$3,600,000. Triangle is located outside Palm Beach County in the City of Fort Lauderdale, Florida. 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 17.06%. Pursuant to changes to Chapter 332, Florida Statutes, effective October 1, 2020, 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 provided in Section 287.017, Florida Statutes, on a consent agenda. This item exceeds the threshold amount and must be approved on the regular agenda. **Countywide (AH)**

Background and Policy Issues: The contract for janitorial services is critical to on-going airport operations at PBI; therefore, extension of this Term Contract is in the best interests of the County. This Term Contract was established through a competitive solicitation process. Pursuant to Section 2-54(b) of the Purchasing Code, the Board may extend contracts entered into as a result of a competitive process, beyond the specified term or renewal period when the Board determines that such an extension of the term or renewal period is beneficial to the interest, health, safety or welfare of the County.

Attachments: None

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Recommended By: Laurel Beebe Department Director 7-29-22 Date

Approved By: For County Administrator 8/11/22 Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	<u>\$3,600,000</u>	_____	_____	_____
External Revenues (Grants)	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$-0-</u>	<u>\$3,600,000</u>	<u>\$-0-</u>	<u>\$-0-</u>	<u>\$-0-</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

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

Budget Account No: Fund 4100 Department 120 Unit Various* Object 3403; 5202
 Reporting Category _____

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

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

No fiscal impact in FY2022. Funding for the proposed extension is included in the proposed FY2023 budget.

C. Departmental Fiscal Review: Debbie Duncanson

III. REVIEW COMMENTS

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

Lore Mait 8/2/22
 OFMB 8/2/22
 MB 8/2/22

Ann S. Javelle 8/5/22
 Contract Dev. and Control

B. Legal Sufficiency:

Armine Adelyant 8/11/22
 Assistant County Attorney

C. Other Department Review:

[Signature]
 Department Director