

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: June 6, 2023

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 contractors for Heating, Ventilation and Air Conditioning (HVAC) services on an as-needed basis through January 6, 2025.

<u>Contractors</u>	<u>Status</u>	<u>SBE or Non-SBE</u>
A) Key Mechanical Services, Inc.	Non-Local	Non-SBE
B) Air Conditioning Filters Plus, Inc.	Local	S/MBE

**Summary:** On January 7, 2020, the Board of County Commissioners (Board) approved the annual HVAC contract (R2020-0019 through R2020-0023). The work consists of HVAC services related to system and component installations, upgrades, replacements, modifications and repairs to County-owned properties on an as needed basis. The Contractors now join the list of nineteen (19) prequalified contractors for a total of twenty-one (21) prequalified contractors with a contract expiration date of January 6, 2025. The specific requirements of the work will be determined by individual work orders issued against this annual HVAC contract. These contracts are five (5) year indefinite-quantity contracts with a maximum cumulative value of \$23,000,000 across all prequalified contractors. Work will be awarded as work orders on a lump-sum, competitively bid basis across all prequalified contractors. Contractors may qualify at any time and be added to this annual HVAC contract before the term ends. Projects less than \$100,000 are bid among the pool of certified Small Business Enterprise (SBE) contractors, when three (3) or more small businesses are qualified under the contract. Projects \$100,000 or greater are advertised on the vendor self-service (VSS) website while projects \$200,000 or greater are additionally advertised in the newspaper. The bidding pool is further expanded to include additional bidders responding to the specific project advertisement that submit a qualification application at least ten (10) calendar days before the bid due date. The annual HVAC contract was presented to the Goal Setting Committee on August 21, 2019 and the Committee established Affirmative Procurement Initiatives (APIs) of sheltered market for projects less than \$100,000 (when three (3) or more small businesses are qualified under the annual contract) or an SBE contractor will be given a price preference for projects \$100,000 or greater 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. To date, the cumulative S/M/WBE participation for all work orders under the annual HVAC contract is 28.33%. **(Capital Improvements) Countywide (MWJ)**

**Background and Justification:** The pre-qualification for this contract was advertised on September 29, 2019. The Contractors have met the established criteria and now join the list of nineteen (19) contractors already pre-qualified for the contract. Work will be awarded as work orders on a lump-sum, competitively bid basis across all prequalified contractors. Projects less than \$100,000 are bid among the pool of certified SBE contractors, when three (3) or more small businesses are qualified under the contract. Projects \$100,000 or greater are advertised on the VSS website while projects \$200,000 or greater are additionally advertised in the newspaper. The bidding pool is further expanded to include additional bidders responding to the specific project advertisement that submit a qualification application at least ten (10) calendar days before the bid due date. Contractors may qualify at any time and be added to this annual HVAC contract before the term ends.

**Attachments:**

1. Contract for Key Mechanical Services, Inc.
2. Contract for Air Conditioning Filters Plus, Inc.
3. Annual Contract - HVAC 19601: Control Sheet

Recommended By:       5/01/23  
Department Director      Date

Approved By:       5/25/23  
County Administrator      Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<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 submitted 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: 

**III. REVIEW COMMENTS**

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

<p><u> 5/14/23</u>                  OFMB <u>QA 5/13</u> <u>EDW</u>  <u>5-3-23</u></p>	<p><u> 5/22/23</u>                  Contract Development and Control  <u>TA 5/19/23</u></p>
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B. Legal Sufficiency:  
 For M. Jones 5/24/23  
 Assistant County Attorney

C. Other Department Review:  
 \_\_\_\_\_  
 Department Director

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