

Department: Environmental Resources Management

Approved by:  8/13/20
Chief Deputy County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>312,350</u>	<u>937,049</u>	_____	_____	_____
External Revenues	<u>(312,350)</u>	<u>(937,049)</u>	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>0</u>	<u>0</u>	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget?

Yes X

No _____

Does this item include the use of federal funds?

Yes _____

No X

Does this item include the use of state funds?

Yes X

No _____

Budget Account Nos.:

Fund 0001 Department 380 Unit 3235 Object _____ \$660,337 (FDEP Contract GC196)

Fund 0001 Department 380 Unit 3233 Object _____ \$589,062 (FDEP Contract GC913)

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

C. Department Fiscal Review: _____

III. REVIEW COMMENTS

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

Shirley Elidax
OFMB
AH 8/7

Theresa Mack 8/11/21
Contract Development & Control
ZG 8.10.26

B. Legal Sufficiency:

Lx Moehle
Assistant County Attorney

C. Other Department Review:

Department Director

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

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Task Assignment

This Task Assignment (TA) is entered into between the Parties named below, pursuant to Contract Number: GC196

1. TA Number: 1 TA Completion Date: June 30, 2027

TA Description: Palm Beach County Board of County Commissioners will provide site management service in accordance with Attachment 3.

2. Parties

State of Florida Department of Environmental Protection (Department)
Department Project Manager: Nicole Mitchell Department Project Manager Phone: (850) 245-8885
Contractor Name: Palm Beach County Board of County Commissioners (Contractor)
Contractor's Project Manager: Deborah Drum Contractor's Project Manager Phone: (561) 233-2400

3. Project Number: GC196-TA1
(If different from TA Number)

Project Location(s): 2300 N. Jog Road West Palm Beach, Florida 33411

Project Name: Petroleum Contamination Cleanup Management

4. As consideration for the services rendered by Contractor under the terms of this TA, the Department shall pay the Contractor on the following bases, up to the Total TA Value as indicated below:

☒ Fixed Price: \$ 660,337.00
☐ Fixed Unit Rate: (Extended Price)
☐ Cost Reimbursement:
Total TA Value: \$ 660,337.00

5. The Parties agree to comply with the terms and conditions of the underlying the Contract, and the following attachments which are hereby incorporated by reference:

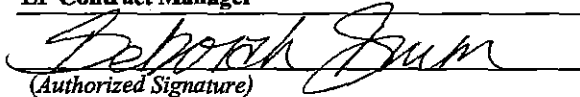
☒ Attachment 1: Scope of Work
☐ Additional Attachments (if necessary):

IN WITNESS WHEREOF, this TA shall be effective on the last date signed below.

Palm Beach County Board of County Commissioners
Contractor

Name: Deborah Drum

Title: LP Contract Manager


(Authorized Signature)

Date:

State of Florida Department of Environmental Protection
Department

John Truitt, Deputy Secretary

Secretary or Designee

John J. Truitt

(Authorized Signature)

Digitally signed by John J. Truitt
Date: 2026.06.29 16:06:37 -04'00'

☐ Additional signatures attached on separate page.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:


Frank X. Moehrle
Assistant County Attorney

Funding Information:

Org. Code	E.O.	Object Code	Budget Entity	Appropriation Category	Grant #	Project #	Year	Amount
450400000	JN	131545	37450300	104138		GC196	00	\$ 660,337.00

☐ Additional Funding Information attached on separate page.

Rev. 8/26/2020

ATTACHMENT C

Task Assignment No. 1 (07/01/2026 – 06/30/2027)

A. Tasks

Local Program performs all work as specified in **Attachment 3** of the Contract GC196.

B. Performance Measures

Department Contract Manager shall review deliverable documentation to ensure that work has been performed as specified in the Scope. The Department Contract Manager will notify the Local Program of acceptance or any deficiencies in the work and/or deliverables. The Local Program will be given an opportunity to remedy deficiencies at no additional cost to the Department. In addition, the Department Contract Manager will perform a detailed performance analysis to determine retainage release on a monthly basis, per **Paragraph D** below.

C. Compensation

Fixed costs include all expenses associated with vehicle operation and maintenance, lease, or rental (including vehicle maintenance cost for field visits and operation and maintenance (O&M) inspections; all travel costs associated with Department training and/or meetings with Department representative(s) within Florida) all costs for staffing, including salaries, fringe benefits, rent, utilities, any overhead and indirect expenses; general administrative expenses and all other costs related to the performance of the work specified in the **Attachment 3** of the Contract and this Task Assignment.

1. Level of Effort.

If the Local Program has been assigned more than one site (discharge) at a source property, the Local Program will only be compensated for the site with the highest level of effort.

a. Retainage will be withheld as specified in **Paragraph D** for the following activities:

- i. The Local Program will be compensated at a rate of \$4,513.00 per source property per year in planning phase (site assessment (SA), including interim source removal, and remedial action plan (RAP)).
- ii. Remediation phase (remedial action construction (RAC), operation and maintenance (O&M) and source removal (SR)); because more effort is expected and required in managing sites in these phases, source properties with sites in remediation phase will be compensated at a rate of \$9,026.00 per year for the first two (2) years after a RAP Approval Order, UIC Approval Order, or County-issued approval letter, if no Order is required, is issued for a Level 1 or Level 2 RAP or a Level 4 Limited Scope RAP or RAP Modification Plan (as defined in **Attachment B** of the Contract), and \$4,513.00 after the first two (2) years. For a Level 1, 2 or 3 Limited Scope RAP or RAP Modification Plan (as defined in **Attachment B** of the Contract) the source property will be compensated at a rate of \$9,026.00 for one (1) year after a RAP Approval Order, UIC Approval Order or County-issued approval letter if no Order is required, is issued, and \$4,513.00 for subsequent years. This includes SRs (not interim source removals under SA) which will be paid at \$9,026.00 for one (1) year and \$4,513.00 for subsequent years.
- iii. Sites in monitoring phase (natural attenuation monitoring (NAM), post active remediation monitoring (PARM), long term natural attenuation monitoring (LTNAM), and well abandonment for site closure (WASC)); because minimal effort is expected and required for sites in this phase, the Local Program will be compensated at a rate of \$2,707.00 per year.
- iv. Non-Program and Voluntary Cleanup sites: The Local Program will be compensated at 75% of the level of effort cost as described above.

ATTACHMENT C

2. Performance Incentives

- a. In order to encourage more efficient site cleanup, and in addition to the fixed cost payments, the Local Program shall be paid an additional target payment of \$750.00, when the following is completed at a site:
 - i. A Site Rehabilitation Completion Order (SRCO) per Chapter 62-780.680, F.A.C., or Low Score Site Initiative No Further Action Approval Order per Section 376.3071(12), F.S., is issued, but only if the order is submitted to the Department within 60 calendar days of the approval of the no further action proposal or well abandonment report, whichever is later. The number of discharges listed in a SRCO should correspond with the number of discharges listed in the no further action proposal. For example, if multiple discharges were proposed for no further action in a report, only one SRCO shall be submitted.
 - ii. A purchase order is issued moving one or more sites at a source property into active remediation. This incentive can only be awarded once per site.
- b. **2% PERFORMANCE INCENTIVE PAYMENT MAXIMUM** -The maximum amount that can be paid annually is 2% of the total source property compensation amount, even if more performance incentives are met. Performance incentives must be billed for on the invoice for the month they are achieved.

3. Cost reimbursement: No cost reimbursement will be made under this Task Assignment.

D. Financial Consequences

No payment will be made for unsatisfactory work. In addition, retainage will be withheld in the amount of 4% of 1/12 of the total source property compensation.

Retainage

1. 4% of 1/12 of total source property compensation will be withheld as retainage each month.
2. Based on the level to which performance measures are met, up to one hundred percent (100%) of the retainage will be released the month after the invoice is submitted. Performance for purposes of obtaining the one hundred percent (100%) retainage is based on the following four (4) performance measures:
 - a. Performance Measure 1: Turnaround times for deliverable reviews – Percentage of deliverable reviews that met turnaround times as reported in Storage Tank Contamination Monitoring database (STCM) (Attachments R, S, and W).
 - b. Performance Measure 2: Document correctly and timely inserted into OCULUS (**Paragraphs A.1.e., A.1.f, A.1.g.iii, A.1.h, A.1.i., and A.1.m. of Attachment 3**) and data entry correctly and timely updated in STCM (**Paragraphs A.1.a., A.1.e, A.1.i., and A.1.l. of Attachment 3**) – based on a review by the Department of a percentage of documents reported on the invoice and correctly and timely updated in STCM and correctly and timely inserted in OCULUS. The overall percentage will be extrapolated from the Department's review;
 - c. Purchase Order (PO) Turnaround Times – monthly average of days between a site manager starting the Schedule of Pay Item (SPI) and the PO issue date, as reported in STCM. A monthly average of 32.0 days or less will be considered a performance metric of 100%, a monthly average of 32.1 to 35.0 days will be considered a performance metric of 75%, a monthly average of 35.1 to 38.0 days will be considered a performance metric of 50%; and a monthly average of greater than 38.0 days will be considered a performance metric of 0% and;
 - d. Performance Measure 4: Contractor Performance Evaluation (CPE) Completion Rates – the monthly percentage of work orders that require a CPE (but a final invoice was paid on or after January 1, 2017 and not more than 30 days from the date of the contractor invoice approval) divided by total of all work orders that require a CPE (but a final invoice was paid on or after January 1, 2017).

3. Performance Measures: Monthly Retainage Release Schedule

ATTACHMENT C

- a. The percentage calculated for each of the above four performance metrics (Paragraph 2a through 2d) will be averaged, and that average will be used to determine how much retainage will be released;
- b. If the average of the four monthly performance metrics is 90% or above, then 100% of withheld retainage will be released the following month;
- c. If the average of the four monthly performance metrics is at least 80%, but less than 90%, then 75% of withheld retainage will be released the following month and 25% of the withheld retainage will be forfeited.
- d. If the average of the four monthly performance metrics is at least 70%, but less than 80%, then 50% of withheld retainage will be released the following month and 50% of the withheld retainage will be forfeited.
- e. If the average of the four monthly performance metrics is below 70%, then 0% of the withheld retainage will be released the following month and 100% of the withheld retainage will be forfeited and a corrective action plan will be required.

E. Budget Summary

The total Task Assignment (TA) amount for TA #1 of DEP Contract No. GC196 is \$660,337.00. The Local Program will be paid an annual fixed cost of \$647,390.00 for petroleum cleanup site management of 151 source properties. Additional funds are considered in this Task Assignment for compensation associated with the completion of Performance Incentives (see Paragraph C.2., above). However, the actual payment amount may be less than the Task Assignment amount, based on the Local Program's performance.

1. Payments for each month can range from 96% to 102% of 1/12 of the total source property compensation amount.
2. SRCOs that are issued during the Task Assignment period do not reduce the total source property compensation amount for this Task Assignment.
3. If the number of source properties worked on during the Task Assignment period ranges between 90% and 110% of source properties assigned, the total Task Assignment amount will not be increased or reduced. If less than 90% of source properties assigned were worked on during the Task Assignment period, the level of effort costs associated with the source properties not worked on (below the 90% threshold) will be returned to the Department within sixty (60) calendar days of the Department's request for return of funds. If the number of additional source properties assigned during the Task Assignment period exceeds 110% of source properties assigned, a Task Assignment Change Order may be issued to provide compensation for the increased number of source properties (exceeding 110%) if the Local Program makes a written request. Sites assigned to the Local Program after April 30, 2027, will be excluded in the 90% to 110% calculation if they are not worked on during the task assignment period.
4. If a Scope of Work is not submitted within 60 days of obtaining site access, being assigned a site that already has site access, or receiving a final invoice for a Purchase Order (PO), the Department may reassign the site for site management. Reassignment of sites under this paragraph does not exclude the site from the 90% to 110% calculation.

- F. The Task Assignment Notification Form and Task Assignment Change Order Form as attached to the Contract are hereby deleted. All Task Assignments and Task Assignment Change Orders shall be executed on the Department's latest Task Assignment and Task Assignment Change Order forms, copies of which are available from the Department's Contract Manager.



INTEROFFICE MEMORANDUM
Palm Beach County
Environmental Resources Management

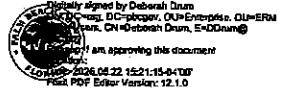
DATE: June 22, 2026

TO: Joseph Abruzzo
 County Administrator

THROUGH: Patrick Rutter *PRR*
 Deputy County Administrator

FROM: Deborah Drum, Director
 Environmental Resources Management

**Deborah
 Drum**
 6-22-2026



SUBJECT: REQUEST FOR DELEGATION OF APPROVAL AUTHORITY:
 Contract No. GC196 with the Florida Department of
 Environmental Protection (FDEP) for the Department of
 Environmental Resources (ERM), Petroleum Restoration
 Program (PRP) to provide petroleum contamination cleanup
 site management activities for a five (5)-year period beginning
 July 1, 2026 until June 30, 2031.

On April 21, 2026, agenda item 3L-3 (R2026-0485), the Board of County Commissioners approved the County Administrator, or designee, to sign all future time extensions, task assignments, certifications, and other forms associated with the Contract, and any necessary minor amendments that do not substantially change the scope of work, or terms and conditions of the Contract.

This memorandum is my request for delegation of signatory authority for the Director or Deputy Director of Environmental Resources Management (ERM), to sign all future time extensions, assignments, certifications, and other forms associated with the Contract, and any necessary minor amendments that do not substantially change the scope of work, or terms and conditions of the Contract. If you agree, please sign below and return this memorandum. I am available to answer any questions you may have concerning this request. Thank you in advance for your consideration.

APPROVED: *Joseph Abruzzo* **DATE:** 6/29/2026
 Joseph Abruzzo, County Administrator

DD:am
 Attachment

Attachment C

Florida Department of Environmental Protection Task Assignment Notification Form for PALM BEACH COUNTY

Contract No. GC913 Task No. 10 Amendment No. Date: June 11, 2026

Performance Period: Effective the date of execution of this Task Assignment or July 1, 2026, whichever is later, and shall remain in effect until June 30, 2027.

Description:

The Contractor shall complete the following services in accordance with the requirements in DEP Contract No. GC913:

- Conduct routine compliance inspections for storage tank systems at the 637 facilities within Palm Beach, Martin and Saint Lucie Counties, identified in Exhibit #1, by May 31, 2027.
- Conduct additional inspection noted as Complaint Inspection on the Routine Compliance task list to clarify/verify registration at the facilities identified.
- Comply with the Invoice Procedure (Page 2).
- Utilize the new Contractual Services Invoice Form for all monthly invoices (Guidance Document E) available on line at: <https://floridadep.gov/waste/permitting-compliance-assistance/documents/e-contractual-services-invoice>.
- Inspection staff to attend annual meeting Spring 2027.

The Enforcement County Contractors must perform all Enforcement Actions in accordance with Guidance Document F (Level of Effort). Guidance Document F available online at:

<https://floridadep.gov/waste/permitting-compliance-assistance/documents/f-level-effort-guidance>

Contractors are to follow Scope of Work (Attachment A) and appropriate Guidance Documents attached to this Task Assignment via the following links:

Guidance Document A – Storage Tank System Program Violation List

<https://floridadep.gov/waste/permitting-compliance-assistance/documents/guidance-document-storage-tanks-program-violations>

Guidance Document B – Florida Inspections Reporting for Storage Tanks (FIRST) User Requirements

<https://floridadep.gov/waste/permitting-compliance-assistance/documents/tank-inspection-manual>

Guidance Document C1 – Instructions for Conducting Sampling During Aboveground Storage Tank Closure

<https://www.flrules.org/gateway/reference.asp?No=Ref-11184>

Guidance Document C2 – Instructions for Conducting Sampling During Underground Storage Tank Closure

<https://www.flrules.org/gateway/reference.asp?No=Ref-11183>

Guidance Document D1 – Compliance Verification Program Local Review Form

<https://floridadep.gov/waste/permitting-compliance-assistance/documents/d1-compliance-verification-program-local-program>

Guidance Document E – Contractual Services Invoice

<https://floridadep.gov/waste/permitting-compliance-assistance/documents/e-contractual-services-invoice>

Guidance Document F – Level of Effort Guidance

<https://floridadep.gov/waste/permitting-compliance-assistance/documents/f-level-effort-guidance>

Guidance Document G – Guidelines for Case Referrals

<https://floridadep.gov/waste/permitting-compliance-assistance/documents/g-guidance-case-referrals>

Guidance Document H – Contractual Service Payment Calculation

<https://floridadep.gov/waste/permitting-compliance-assistance/documents/h-contractual-service-payment-calculation>

Guidance Document H1 – Contractual Service Payment Calculation - Ethanol/Biodiesel Inspections
<https://floridadep.gov/waste/permitting-compliance-assistance/documents/h1-contractual-service-payment-calculation>

Guidance Document I – DEP Directive 923 Settlement Guidelines for Civil and Administrative Penalties
<https://floridadep.gov/waste/permitting-compliance-assistance/documents/i-dep-directive-923-settlement-guidelines-civil-and>

Variable Inspection Approval

Certain “variable” inspections, (compliance assistance – component, compliance assistance – reinspection, and complaint), require pre-approval from the Department. The County/Local Government must send a request via email to STR_Variables@FloridaDEP.gov for approval. The Department will respond with an approval email. The County/Local government must submit a copy of the approval email with the appropriate invoice.

Facility Inspections Swap

If during the task assignment period, a county inspection program determines that an assigned facility should not be inspected for reasons such as the assigned facility has closed, etcetera; then a swap should be requested as soon as possible. The County/Local Government must send a request via email to STR_Swaps@FloridaDEP.gov for approval. The Department will respond with an approval email that will list a replacement facility.

Invoices

Review of Inspections: The Payment Calculation Sheets (Guidance Document H or H-1) shall be submitted no later than the 5th of each month (excluding weekends and state holidays) by the county to DWM NorthStar via STR_Invoices@FloridaDEP.gov. A separate Guidance Document H-1 and supporting FIRST report shall also be submitted for variable compliance inspections done to verify work done by ethanol contractors. NorthStar will review in FIRST each variable inspection listed on the Payment Calculation Sheet to ensure that it is correctly invoiced. NorthStar will ensure that each routine compliance inspection on the Payment Calculation Sheet is also listed on the task assignment facilities list. Upon completion of the review, NorthStar shall report via email to Department’s Contract Manager and the County/Local Government that the review of the inspections has been completed and if any known contractual obligations have not been met.

Invoice Submission: All invoices with the verified and approved Payment Calculation Sheet by the appropriate NorthStar contractor will be directly submitted by the County/Local Governments to the Department’s Contract Manager by the 15th of each month. Submission of invoice shall be via email to: STR_Invoices@FloridaDEP.gov, copy Roger.Ruiz@FloridaDEP.gov, consisting of a single PDF package.

The order of documents in the complete PDF package:

- 1) Contractual Services Invoice (Guidance Document E)
- 2) Verified Payment Calculation Sheets (Guidance Document H or H-1) - please make sure the month of services rendered appears below the “Invoice Period”.
- 3) FIRST Report (Compliance and Activity by Date Range)
- 4) Tracking Form (Monthly percentage of Routine Inspections Completed)

Payment Schedule:

Compensation will occur on a monthly basis, per the fee schedule listed in Guidance Document H. Invoices are due no later than the 15th day of the month proceeding work activity. The twelfth month invoice will be due to STR_Invoices@FloridaDEP.gov on the first business day of July. The Contractor must submit a signed ‘Contractual Services Invoice’ (Guidance Document E) noting the quantity and location of inspections.



Florida Department of Environmental Protection

TASK ASSIGNMENT FORM

Required Signatures:

FDEP Contract No: GC913	Task Assignment No: 10	Date: 6/11/26	DEP Task Manager: Roger Ruiz
Project: GC913-10			
Contractor Name: Palm Beach County Environmental Resources Management			
Contractor Representative: Deborah Drum		Phone: (561) 233-2454	Email: DDrum@pbc.gov
FDEP Contract Manager: Roger Ruiz		Phone: 850-245-8854	Email: roger.ruiz@floridadep.gov
Task Description: Conduct routine compliance inspections at the facilities identified in Exhibit #1 (provided electronically). Perform inspections for all reported complaints, discharges, installations and closures involving storage tank systems within the county or counties on Page 1 of this Task Assignment. Conduct additional inspections noted as Complaint Inspections on the Routine Compliance task list to clarify/verify registration information at the facilities identified. Conduct additional inspections noted as Complaint Inspections at facilities requested by the Department to verify completion of work under the Ethanol/Biodiesel Program. Attend 2026-2027 training meeting.			
Deliverables: Submit Contractual Services Invoice with verified Payment Calculation Sheet, along with FIRST Report (Compliance and Activity by Date Range) and Tracking Form (Monthly percentage of Routine Inspections Completed) Compensation will only occur for routine annual compliance inspections conducted at the facilities explicitly identified Exhibit 1 and variable inspections identified in supporting documentation. Submit travel reimbursement forms, supporting receipts, and agenda for 2026-2027 training.			
Performance Measures: The CONTRACTOR shall complete the following percentage of the required routine compliance inspections unless otherwise indicated in the Task Assignment: (1) After four (4) months, thirty-three percent (33%) of inspections shall be completed. (2) After eight (8) months, sixty-six (66%) of inspections shall be completed. (3) After (12) months, one hundred percent (100%) of inspections shall be completed.			
Financial Consequences: No payment will be made for deliverables deemed unsatisfactory by the Department. In the event that a deliverable is deemed unsatisfactory by the Department, the Contractor shall re-perform the services needed for submittal of a satisfactory deliverable, at no additional cost to Department, within thirty (30) days of being notified of the unsatisfactory deliverable. If a satisfactory deliverable is not submitted within the specified time frame, the Department may, in its sole discretion: 1) assess liquidated damages if specified in the Contract or its attachments; 2) request from the Contractor agreement to a reduction in the amount payable; 3) suspend all Work until satisfactory performance is achieved, or 4) terminate the Contract for failure to perform.			



Florida Department of Environmental Protection

TASK ASSIGNMENT FORM

Start Date: 07/01/2026	Completion Date: 06/30/2027
Total Task Value: \$ 589,061.53	

Signatures and Date:

Roger Ruiz
Contract Manager, FDEP

Tameshia Reid
Budget Representative, FDEP

Deborah Drum
Contractor, Contract Manager

John Truitt
Contract Authority, FDEP

Roger Ruiz
Digitally signed by Roger Ruiz
Date: 2026.06.25 14:14:30 -04'00'

Tameshia N. Reid
Digitally signed by Tameshia N. Reid
Date: 2026.06.25 14:33:11 -04'00'

Deborah Drum
Digitally signed by Deborah Drum
Date: 2026.06.25 14:07:54 -04'00'

John J. Truitt
Digitally signed by John J. Truitt
Date: 2026.06.28 16:42:49 -04'00'

Date

Date

6-25-2026

Date

Date

Encumbrance Information:

Budget Entity	Project #	Grant #	Org Code	Category & Year	Fund	Special Category	Object Code	EO	Amount
37450300	GC913		37450100000	100029-00	212001	100029	132500	JD	\$585,061.53
37450300	GC913		37450100000	087889- 25	212001		132500	JG	\$4,000
Total:									\$ 589,061.53



Florida Department of Environmental Protection

TASK ASSIGNMENT FORM

Start Date: 07/01/2026	Completion Date: 06/30/2027
Total Task Value: \$ 589,061.53	

Signatures and Date:

<u>Roger Ruiz</u> Contract Manager, FDEP	Signature	Date
<u>Tameshia Reid</u> Budget Representative, FDEP	Signature	Date
<u>Deborah Drum</u> Contractor, Contract Manager	Signature	Date
<u>John Truitt</u> Contract Authority, FDEP	Signature	Date

Encumbrance Information:

Budget Entity	Project #	Grant #	Org Code	Category & Year	Fund	Special Category	Object Code	EO	Amount
37450300	GC913		37450100000	100029-00	212001	100029	132500	JD	\$585,061.53
37450300	GC913		37450100000	087889- 25	212001		132500	JG	\$4,000
Total:									\$ 589,061.53

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Francis X Moehrle

Frank Moehrle
Assistant County Attorney



INTEROFFICE MEMORANDUM
Palm Beach County
Environmental Resources Management

DATE: July 11, 2017

TO: Verdenia C. Baker
 County Administrator

THROUGH: Jon Van Arnam
 Deputy County Administrator

FROM:  Robert Robbins, Director
 Environmental Resources Management

SUBJECT: REQUEST FOR DELEGATION OF APPROVAL AUTHORITY:
 Contract No. GC913 with the Florida Department of
 Environmental Protection (FDEP) for the Permitting and
 Compliance Assistance Program for pollutant storage tank
 compliance.

On June 20, 2017, agenda item 5E-1 (R2017-0838) the County Commission approved the County Administrator or her designee to sign all future extensions, task assignments, and other forms associated with the Contract, and any necessary minor amendments that do not substantially change the scope of work, terms or conditions for this Contract.

This memorandum is my request for delegation of signatory authority for the Director or Deputy Director of Environmental Resources Management (ERM) to sign all future time extensions, task assignments, certifications and other documents associated with this Contract and any necessary minor amendments to those documents that do not substantially change the scope of work or terms and conditions of the Contract. If you agree, please sign below and return this memorandum. I am available to answer any questions you may have concerning this request. Thank you in advance for your consideration.

APPROVED:  DATE: 7/18/17
 Verdenia C. Baker, County Administrator

RR:mc
 Attachment

RECEIVED
 JUL 21 2017
 ENVIRONMENTAL RESOURCES MANAGEMENT