

TO: ALL COUNTY PERSONNEL

FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR

PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS
(FDO)/ELECTRONIC SERVICES & SECURITY
DIVISION (ESS)

SUBJECT: REQUESTS FOR RADIOS, PUBLIC SAFETY RADIO SYSTEM
BDA (BI-DIRECTIONAL RF AMPLIFIER), FIRE SYSTEMS,
SECURITY SYSTEMS, AUDIO/VISUAL SYSTEMS & CLOSED
CIRCUIT TELEVISION SYSTEMS

PPM#: CW-L-030

ISSUE DATE
January 26, 2023

EFFECTIVE DATE
January 26, 2023

PURPOSE:

To establish the policy and procedures for the procurement, installation and maintenance of Electronic Equipment.

UPDATES:

Future updates to this PPM are the responsibility of the FDO Director.

AUTHORITY:

Section 2-21(4), Palm Beach County Administrative Code, as may be amended.
Chapter 69A-60, Palm Beach County Local Amendment to the Florida Fire Prevention Code,
as may be amended.

PPM# CW-L-002, Emergency Utilization of 800 MHZ Emergency Management Talk-Groups,
as may be amended.

PPM#CW-L-033, Physical Security Programs in County Owned & Leased Buildings, as may
be amended.

PPM# CW-L-041, Access Systems, as may be amended.

PPM# CW-L 042, Prohibition of Weapons in the Palm Beach County Facilities,
as may be amended.

PPM# CW-O-044, Criminal History Record Checks, as may be amended.

PPM# CW-O-088, Cable Television and Satellite Service in County Facilities, as may be amended.

DEFINITIONS:

A/V - audio/video components and integrated systems. A/V Equipment includes intercom, public address, sound reinforcement, recording, video visitation systems and presentation equipment.

BDA – A Bi-directional Amplifier System is a signal boosting solution designed to enhance in-building radio frequency signal coverage for public safety radios.

CCTV - A TV system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes.

CID – FDO Department, Capital Improvements Division.

Electronic Equipment - collectively, fire systems, security systems, CCTV systems, A/V equipment, as well as 700/800MHz BDAs and two-way radio communications equipment.

ESS Work Order - Is defined as a form used to request security or electronic maintenance services or requestor can email FDO-ESS-Support@pbcgov.org. The ESS Work Order form is available on the FDO forms page of the County intranet site.

FMD - FDO Department, Facilities Management Division.

RF – Radio Frequency is a measurable representing the oscillation rate of electromagnetic radiation spectrum, or electromagnetic radio waves, from frequencies ranging from 300 gigahertz to as low as 9 kilohertz.

Request for Project Assignment (RFPA) - FDO form used to request any new Electronic System that alters, adds or modifies the operating or performance parameter of any existing Electronic System. The RFPA form is available on the FDO forms page of the County intranet site.

Security Systems - include locking control, card access, electronic locks and door releases, panic buttons and intrusion systems.

Service Work - the troubleshooting, repair and/or maintenance of existing equipment that is not working properly.

Two-Way Radio Equipment - includes public safety grade portable and mobile radios in VHF, UHF, and 700/800 MHz, Family Radio Service (FRS) portable radios, and fixed dispatch consoles.

Public Safety Radio System BDA - a very specialized RF amplifier which selects specific frequencies to be amplified in the downlink and uplink paths and increases the RF signal strength in both directions. Cellular BDA's are the responsibility of ISS and not included in this policy.

POLICY:

It is the County's policy to centralize the assignment and processing of ESS Work Orders and RFPAs for electronic equipment and related services.

ESS has been designated as the resource manager and/or contract manager for all electronic equipment and services except noted exemptions. ESS will evaluate and ensure that requested equipment and services are provided in the most cost effective and technically efficient manner.

APPLICATION:

A. General application: The provisions of this PPM shall apply to:

1. Procurement/installation/maintenance of Electronic Equipment;
2. Enhancements to existing Electronic Equipment;
3. Changes to Electronic Equipment;
4. Requests for A/V support for temporary set ups/meeting requiring the use of A/V equipment; and
5. The lease of numeric and/or alpha numeric pager services.

B. Limited Application or Exemptions - The following shall be exempt from this PPM:

1. Department of Airports shall be responsible for procurement, installation, and maintenance of systems at Palm Beach International Airport and its operated general aviation airports.
2. Water Utilities Department shall be responsible for procurement, installation, and maintenance of systems at water treatment facilities and administrative sites. ESS shall service the fire and intrusion systems for Water Utilities Department.
3. FDO/ESS can assign, by written memorandum between FDO and the department, the administration and/or implementation responsibilities of the PPM.

PROCEDURES:

A. ESS Work Orders

An ESS Work Order is required and shall be submitted via:

- FDO-ESS-Support@pbcgov.org
- Or via telephone at the ESS trouble line at 561-233-0803 during regular business hours
- All after-hour trouble reporting is to be done via the after hour's service line at 561-712-6428

The following information must be provided on the ESS Work Order or submitted via a trouble call:

- A detailed description of the problem;
- The specific location of the problem and
- Name and telephone number of caller

Upon receipt of the ESS Work Order, ESS will evaluate the Work Order and determine the most cost effective and efficient method of completing the necessary Service Work.

B. New Requests – RFPA

A RFPA form shall be used for each request for new Electronic Equipment or related services. This RFPA form is to be sent to their corresponding FMD Region.

Once the RFPA is assigned to ESS, the following steps will be taken:

1. ESS staff will review the RFPA with the requestor to develop the specifications and scope of work.
2. ESS will prepare cost estimates and send them to the requesting department.
3. The requesting department will approve the recommendation and identify the funding source.
4. ESS will coordinate and implement procurement and installation of all equipment and services through the CID and the Purchasing Department in accordance with established procurement policies.
5. ESS will monitor the ongoing project status and inspect/acceptance test the equipment when the vendor completes the installation.



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Supersession History

PPM# CW-L-030, effective 7/1/91
PPM# CW-L030, effective 2/25/03
PPM# CW-L-030, effective 6/10/11
PPM# CW-L-030, effective 8/17/16