

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

Meeting Date: December 15, 2020

Consent **Regular**
 Workshop **Public Hearing**

Department: Facilities Development & Operations

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: emergency contracts executed during the month of September.

- A) An emergency contract with Partner Assessment Corporation for professional services to provide an assessment and opinion letter on the jury facilities in Judge Daniel T. K. Hurley Courthouse in response to the COVID19 pandemic in the amount of \$1,500.
- B) An emergency Consultant Services Authorization (CSA) No. 1 with Partner Assessment Corporation to discuss the opinion letter and proposed options for the jury facilities to enable the reopening of Judge Daniel T. K. Hurley Courthouse in response to the COVID19 pandemic in the amount of \$1,750.
- C) An emergency contract with Universal Cabling Systems, Inc. for the Supervisor of Elections (SOE) – Ballot Box and Camera Installation project to install closed circuit television (CCTV) cameras at all three SOE locations, which will monitor the newly installed ballot drop boxes, in the amount of \$7,678.30.
- D) An emergency contract with Protect Video, Inc. for the Airport Center I-Aiphone Installation project. The work consists of installing a new aiphone video door station, which is wired back into the existing exchange; and setting up a video and audio entry security system at all three (3) existing stations and the new master station in the amount of \$4,775.

Summary: These projects were solicited as emergency contracts in accordance with Palm Beach County Purchasing Code 2-54 and County PPM CW-L-008. Pursuant to section 2-80.22 of the Equal Business Opportunity (EBO) Ordinance and the County PPM CW-O-043, these projects are exempt from the EBO requirements. The Director of the Facilities Development and Operations Department (FD&O) executed these emergency contracts under her construction authority pursuant to the Purchasing Code Section 2-53(f). In accordance with PPM CW-F-050, staff is submitting these emergency contracts to the Board of County Commissioners as receive and file items for transparency and for informational purposes. The funding source for these projects are the CARES Act Relief fund. **(Capital Improvements Division) Countywide (LDC)**

Background and Justification: These emergency contracts authorize architectural and construction services to incorporate health and safety measures in response to COVID-19.

Attachments:

- 1. Contract with Partner Assessment Corporation
- 2. CSA No. 1 with Partner Assessment Corporation
- 3. Contract with Universal Cabling Systems, Inc.
- 4. Contract with Protect Video, Inc.

Recommended by: *Garni C. Nyak Callas* *11/11/20*
Deputy Director *O J*
Department Director **Date**

Approved by: *W Baker* *12/9/2020*
County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	<u>\$15,704</u>	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$15,704</u>	=====	=====	=====	=====
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____
Is Item Included in Current Budget:	Yes	<u>X</u>	No	_____	_____
Does this items include use of federal funds?	Yes	<u>X</u>	No	_____	_____

Budget Account No:

Fund	<u>1160</u>	Dept	<u>410</u>	Unit	<u>CV01</u>	Object	<u>4900</u>	Amount	<u>\$1,500.00</u>
Fund	<u>1160</u>	Dept	<u>410</u>	Unit	<u>CV01</u>	Object	<u>4900</u>	Amount	<u>\$1,750.00</u>
Fund	<u>1160</u>	Dept	<u>410</u>	Unit	<u>CV01</u>	Object	<u>4900</u>	Amount	<u>\$7,678.30</u>
Fund	<u>1160</u>	Dept	<u>340</u>	Unit	<u>CV01</u>	Object	<u>4900</u>	Amount	<u>\$4,775.00</u>

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

The funding source for these projects are the CARES Act Relief fund.


C. Departmental Fiscal Review:



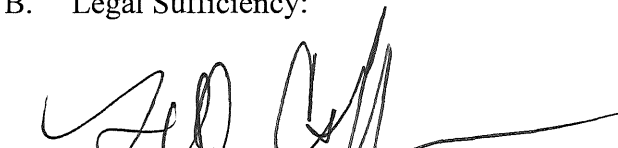
III. REVIEW COMMENTS:

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

 11/17/2020
OFMB 11/17

 12/3/2020
Contract Development and Control
12-3-2020

B. Legal Sufficiency:


Assistant County Attorney

C. Other Department Review:

Department Director