

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: August 22, 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 contractor for low voltage services on an as-needed basis through August 16, 2026.

Contractor

Unitec Inc.

Status

Non-Local

SBE or Non-SBE


Non-SBE

Summary: On August 17, 2021, the Board of County Commissioners (Board) approved the annual low voltage contract (R2021-1063 through R2021-1069). The work consists of low voltage services to County-owned properties on an as needed basis. The Contractor now joins the list of twelve (12) prequalified contractors for a total of thirteen (13) prequalified contractors with a contract expiration date of August 16, 2026. The specific requirements of the work will be determined by individual work orders issued against this annual low voltage contract. These contracts are five (5) year indefinite-quantity contracts with a maximum cumulative value of \$4,000,000 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 low voltage contract before the term ends. Projects \$100,000 or greater are advertised on the vendor self-service (VSS) website and 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 \$200,000 or greater are advertised on the VSS website and additionally advertised in the newspaper, further expanding the bidding pool 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 low voltage contract was presented to the Goal Setting Committee on March 17, 2021 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 low voltage contract is 61.15%. **(Capital Improvements) Countywide (MWJ)**

Background and Justification: The pre-qualification for this contract was advertised on April 18, 2021. The Contractor has met the established criteria and now joins the list of twelve (12) 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 \$100,000 or greater are advertised on the VSS website and are bid among the pool of certified SBE contractors, when three (3) or more small businesses are qualified under the contract. Projects \$200,000 or greater are advertised on the VSS website and additionally advertised in the newspaper, further expanding the bidding pool 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 low voltage contract before the term ends.

Attachments:

1. Contract for Unitec Inc.
2. Annual Contract – Low Voltage #2021-025531: Control Sheet

Recommended By:  7/18/23
Department Director Date

Approved By:  7/27/23
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)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<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: Kayn Lykes

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

<p><u> Lux Mate</u> 7/20/2023 OFMB GA 7/19 EDW 7-19-23</p>	<p><u> J. S. King</u> 7/21/23 Contract Development and Control Ted 7/20/23</p>
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B. Legal Sufficiency:

 M. J. [Signature] 7/25/23
 Assistant County Attorney

C. Other Department Review:

 Department Director

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