

AGENDA ITEM 3.A.2

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: July 9, 2024

Consent Regular
 Workshop Public Hearing

Department Submitted By: Clerk of the Circuit Court & Comptroller

Department Submitted For: Joseph Abruzzo, Clerk of the Circuit Court & Comptroller

I. EXECUTIVE BRIEF

Motion and Title:

Motion to approve the contracts and claims settlements' list as submitted by various departments to the Clerk & Comptroller's Office, cumulatively totaling **\$608,660.00**

Summary:

The appropriate County staff has executed each contract for the attached lists and each contract will be effective on approval of the Board of County Commissioners (BCC) unless a later effective date is referenced.

Background and Justification:

The Palm Beach County Purchasing Ordinance and R-94-702 delegate certain contracts execution to appropriate county staff. However, these contracts require BCC approval before becoming effective.

Attachments:

Lists identifying contracts:

1) PURCHASING	\$	385,500.00
2) TOURIST DEVELOPMENT COUNCIL	\$	223,160.00
3) RISK MANAGEMENT	\$	<u> .00</u>
TOTAL	\$	608,660.00

Recommended by: 

Liana Figueroa, Assistant Manager - Finance Services 7/3/24 Date

Approved by: _____

N/A

Assistant County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five-Year Summary of Fiscal Impact:

<u>Fiscal Years</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
Number of additional FTE positions (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes_____ No_____

Budget Account No.: Fund_____ Dept._____ Unit_____ Object_____

Reporting Category_____

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

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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

_____	_____
OFMB	Contract Dev. and Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

PALM BEACH COUNTY/CONTRACTS AND AWARDS FOR APPROVAL
BOARD OF COUNTY COMMISSIONERS MEETING DATE OF
07/09/2024

Contractor(s)	Project	Contract Amount Total Contract Authorized Amount S/M/WBE Dollar Amount/Percentage of Participation Original Contract Amount	Department(s) or Division(s) Accounting Line(s)	Executor	Minutes #
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<u>EXHIBIT A</u> Americare Appliance Repair Inc.; Climax Mechanical Corp.; and Shamtec Inc.	Increase of term contract for heating, ventilation and air conditioning (HVAC) services for the period of 11/21/2023 through 11/20/2024 per Master Agreement #23002R.	Increased Amount: \$385,000.00 Total Contract Authorized Amount: \$1,215,500.00 S/M/WBE: Amount dependent upon usage Original Contract Amount: \$830,500.00	Countywide Lead Department: Facilities Development and Operations	Thelwell	
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The County has encumbered \$467,600 (\$66,800/month) during the previous seven (7) months of the current twelve (12) month term contract. The Facilities Development and Operations Department, as lead department, requests an increase of \$ 385,000 over the previously authorized amount of \$830,500, inclusive of the Purchasing Director’s ten percent (10%) authority, for the remaining five (5) months of the current term contract, due to the need to create pending new DO requests, and for future service calls throughout the remainder of the contract term. The contract amount for the: (i) initial twelve (12) month term was \$755,000, which was increased to \$830,500, with \$ 14,884 expended. This term contract has four (4) twelve (12) month renewal options available. Two (2) awardees are located in Palm Beach County, one (1) of which is a certified S/MBE vendor and one (1) awardee is located outside Palm Beach County, in the City of Miami, Florida. The original contract was established by a competitive solicitation process.

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<u>EXHIBIT B</u> TRISTAR Claims Management Services, Inc. *Correction Item*	New term contract for Professional Claims Administration for Liability and Workers Compensation for the period of 10/1/24 through 9/30/27 per Master Agreement #24046.	Contract Amount: \$0 S/M/WBE: \$0	Risk Management Department Accounting Lines: 5010-700-7130-3401; 5011-700-7242-3401	Thelwell	

Risk Management Department requests \$2,711,181.00 to meet the County's requirements through the expiration of this new thirty-six (36) month term contract. The Professional Claims Administration for Liability and the Third Party Administrator for Workers Compensation have combined services within one (1) contract to capture substantial cost savings to Palm Beach County. This term contract has two (2) twelve (12) month renewal options. Awardee is located in Palm Beach County. No S/M/WBE vendor submitted a bid on this project. The original contract was established by a competitive solicitation process. The Goal Setting Committee recommended an SBE Evaluation Preference for New SBE Prime Respondents for this solicitation. This item was originally approved on 7/02/2024, but required review and approval from the minute's office.

TOTAL AMOUNT OF ALL AWARDS: \$385,000.00



INTEROFFICE MEMORANDUM

DATE: June 28, 2024

TO: Tracey Powell
Clerk's Office

FROM: Joan Hutchinson
TDC

RE: Sub-Agreement

I have attached two (2) copies of one (1) Discover Palm Beach County subcontract:

Professional Convention Management Association (PCMA) will provide services to Discover Palm Beach County, Inc., beginning October 21, 2023, and ending September 30, 2024. The fee for these services is paid in two installments of \$111,580.00, for a total not to exceed \$223,160.00

Will you please add this to the next "contract list" for BCC approval? Following approval, I am requesting one (1) copy of the document returned to this office. If you have any questions, please call me at 233-3133.