

OMB Granicus Review

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|-----------------------|---|--------------------|-------------|-------------|-----------------|
| Granicus Title | First Amendment to the purchase authorization for requirements of heavy and light duty vehicles and equipment | | | | |
| Granicus ID# | 23-0632D | Reference # | 23-00030-PB | Date | August 22, 2023 |

Mark all Applicable Boxes:

| Type of Review | | | | | | | | | |
|----------------|--|--------------|--|--------------|----------|----------------|--|----------------|--|
| CIP | | Grant | | Other | X | Revenue | | Project | |

Fiscal Information:

| | | | | |
|---------------------------|-------------------|---|----------|---------------|
| New Contract (Y/N) | Y | Original Amount | \$ | 7,031,224.70 |
| Fund(s) | Multiple Funds | Amount of Change (+/-) | \$ | 29,193.00 |
| Cost Center(s) | Multiple Centers | Total Amount | \$ | 7,060,417.70 |
| Program(s) | Multiple Programs | Amount Available (FY24) | \$ | 17,461,890.00 |
| Account(s) | Multiple Accounts | Included in Applicable Budget? (Y/N) | Y | |
| Fiscal Year(s) | FY23 | | | |

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

Summary

- Fleet is requesting the purchase of 2 additional trailers for a total contract increase of \$29,193.00. This will increase the not-to-exceed threshold to \$7,060,417.70.
- This will be expensed from multiple funds, centers, programs, and accounts of the Public Works and Utilities operating budgets.
- This amendment is not budgeted for in FY23 but will be absorbed by the Adopted Operating Budgets for Public Works and Utilities.
- No additional budgetary action is anticipated as a result of approval.

Background

The Department of Administrative Services (DAS) Fleet Management Division (Fleet) is responsible for the management and procurement of County vehicles. Fleet proposed the purchase of \$7,031,224.70 worth of heavy and light duty vehicles and equipment for FY23 and it was approved by the Board of County Commissioners (BCC) on March 28, 2023. The vehicles and equipment in the original contract were fully budgeted for in the Vehicle Replacement Plan (VRP) and the Adopted Operating Budgets of the requesting departments.

The first amendment to this contract will add \$29,193.00 for the purchase of two additional trailers from Texas Trailers for Public Works and Utilities and will raise the not-to-exceed threshold to \$7,060,417.70. This amendment will be expensed from multiple funds, centers, programs, and accounts of the Public Works and Utilities Adopted Operating Budgets. Expenses for this amendment are not budgeted for in FY23 and will have to be absorbed by the Public Works and Utilities operating budgets¹. No additional budgetary action is anticipated as a result of approval.

Analyst: Shane Kunze

Ok to Sign:

Instructions/Checklist

¹ This amendment will have no impact on the FY23 VRP Adopted Operating Budget, only the Adopted Operating Budgets of the specified departments.

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
 - a. Sample language: **“The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is ____ percent higher or lower due to ____)”**.
5. Save the form with the following naming convention:
 - a. **OMB.Review_XX-XXXX_Department_Subject_Date)**
 - b. (e.g., OMB Review_22-529A_PW_Sidewalk_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
 - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).