

## OMB Granicus Review

<b>Granicus Title</b>	Third Amendment to the Purchase Authorization with Graybar Electric Company, Inc. for electrical, lighting, data communications, and security products and services.				
<b>Granicus ID#</b>	24-2047A	<b>Reference #</b>	178-0181-PB	<b>Date</b>	12/11/2024

**Mark all Applicable Boxes:**

Type of Review							
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<input checked="" type="checkbox"/>	<b>Revenue</b>	
							<b>Project</b>

**Fiscal Information:**

<b>New Contract (Y/N)</b>	N	<b>Original Amount</b>	\$ 4,030,000.00
<b>Fund(s)</b>	Multiple Funds	<b>Amount of Change (+/-)</b>	\$ 1,464,000.00
<b>Cost Center(s)</b>	Multiple Centers	<b>Total Amount</b>	\$ 5,494,000.00
<b>Program(s)</b>	Multiple Programs	<b>Amount Available (FY25)</b>	\$
<b>Account(s)</b>	Multiple Accounts	<b>Included in Applicable Budget? (Y/N)</b>	Y
<b>Fiscal Year(s)</b>	FY18 – FY29		

### 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.)

Construction and Property Management (CPM) is seeking the approval of Third Amendment with Graybar Electric Company, Inc. (Graybar) for electrical, lighting, data communications, and security products and services. This purchase authorization was originally approved by the County Administrator (CA) on January 12, 2018, for a five-year term with a not-to-exceed (NTE) threshold of \$925,000.00 through January 31, 2023. On September 12, 2019, the Board of County Commissioners (BCC) approved Change Order No. 1, which increased the NTE by \$1,525,000. On September 26, 2022, the BCC approved First Amendment, which exercised the first of three, two-year term extensions and increased the NTE by \$980,000.00 through January 31, 2025. On May 9, 2023, the BCC approved the Second Amendment, which increased the NTE by \$600,000.00. The current NTE is \$4,030,000.00 through January 31, 2025.

Approved Contract Summary		
Description	Not-To-Exceed Total	Fiscal Year
<b>Total Approved to Date:</b>	<b>\$ 4,030,000.00</b>	<b>2025</b>
Original Contract	\$ 925,000.00	2018
Change Order No. 1	\$ 1,525,000.00	2019
First Amendment	\$ 980,000.00	2022
Second Amendment	\$ 600,000.00	2023

*Table 1: Approved Contract Summary*

If approved, the proposed Third Amendment will increase the NTE by \$1,464,000.00, or 36.3%, for a revised NTE of \$5,494,000.00 through January 1, 2029 (Table 2).

Proposed Contract Changes	
Description	Amount
Total NTE to Date	\$ 4,030,000.00
First Amendment	\$ 1,464,000.00
<b>Revised NTE</b>	<b>\$ 5,494,000.00</b>

*Table 2: Proposed Contract Changes*

Funding for this agreement is specifically included in the FY25 Operating Budget for CPM and Airport in the General Fund and Airport Revenue and Operating Fund. A total of \$443,170 was confirmed by the Office of Management and Budget (OMB) in the FY25 Budget for Graybar. Additional funding is available for electrical products and services, but not specifically earmarked for Graybar. As this is a countywide contract, it can be utilized by other departments requiring electrical products and services. Approval for the use of any other funds and whether budgetary conditions are met will need to be made on a department-by-department basis.

FY25 Budget Summary	
Department	Amount
CPM	\$ 433,170.00
Airport	\$ 10,000.00
<b>Total</b>	<b>\$ 443,170.00</b>

Table 3: FY25 Budget Summary

Analyst: Shane Kunze

Ok to Sign:

#### Instructions/Checklist

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).