

NON-PURCHASING CONTRACT REVIEW TRANSMITTAL SLIP

PROJECT: Interagency Agreement with Big Brothers Big Sisters of Pinellas County, Inc., Boys and Girls Club of the Suncoast, Inc., and Metropolitan Systems, Inc. for the Installation and Maintenance of Public Seating Services (Bus Benches)

CONTRACT NO.: N/A	ESTIMATED EXPENDITURE / REVENUE: N/A <i>(Circle or underline appropriate choice above.)</i>
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In accordance with Contract Administration and its Review Process, the attached documents are submitted for your review and comment. Please complete this Non-Purchasing Contract Review Transmittal Slip below with your assessment, and **forward to the next Review Authority on the list, skipping any authority marked "N/A."** Indicate suggested changes by noting those in "Comments" column, or by revising, in **RED**, the appropriate section(s) of the document(s) to reflect the exact wording of the desired change(s).

OTHER SPECIFICS RELATING TO THE CONTRACT:

REVIEW SEQUENCE	DATE	INITIAL/SIGNATURE	COMMENTS (IF ANY)	COMMENTS REVIEWED & ADDRESSED OR INCORPORATED
Originator: DEI Ken Jacobs Richard Coates, P.E.	12/9/14 12-9-14	<i>[Signature]</i>	initial comments incorporated	
Clerk's Finance: Cassandra Williams	12/12/14	<i>[Signature]</i>		
Risk: Virginia Holscher <i>Chito 12/17/14</i>	12/18/14	<i>[Signature]</i>	Pls see changes to Exhibit B and paragraph 12, p. 4	<i>[Signature]</i> 12/18/14
OMB: Bill Berger	12/16/14	<i>[Signature]</i>	See attached questions.	<i>[Signature]</i> 12/14/14
Legal: Christy Pemberton	12/22/14	<i>[Signature]</i>	Recommend mentioning notice of default in memo. may want to Amend para. 26 to allow Service Provider to waive fee. Can remove Exhibit A + P not attached	<i>[Signature]</i> 12/18/14
DEI Executive Director: David E. Scott, P.E. <i>ACA: Pick Talley</i>	4/9/15	<i>[Signature]</i>	See MEMO	<i>[Signature]</i> 4/9/15

Please return to Merry Celeste, ext. 4-3185
All inquiries should be made to Ken Jacobs, ext. 4-8928
Office of Human Rights:
Paul Valenti

12/22/14 Please see suggested revisions sent by E-mail 12/22/14
Recommend OHR review
ME 12/22/14

OMB Contract Review

Contract Name	Interlocal Agreement for Bus Benches		
CATS#	46220	Contract #	

Mark all Applicable Boxes:

Type of Contract								
CIP		Grant		Other		Revenue	x	Project

Contract information:

New Contract (Y/N)	N	Original Contract Amount	0
Fund(s)	1001	Amount of Change	0
Cost Center(s)	100200	Contract Amount	0
Program(s)	2204	Amount Available	Total: \$ _____
Account(s)	3699991 (other misc)	Included in Applicable Budget? (Y/N)	N
Fiscal Year(s)	FY15-FY17 +1yr opt x 2		

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.)

Public Works - NO COST to Pinellas County- Interagency Agreement with Big Brothers, Big Sisters, Boys & Girls Club, and Metropolitan Systems, Inc for the installation and maintenance of bus benches. Contract has a 5% fee to be paid to Pinellas County based on gross advertising receipts earned by Service Provider that was not in previous contract.

Admin Fee removed.

What is the estimated revenue? *Admin Fee removed based on comments recvd from clubs that fees pd to county reduces financial benefit to Clubs.*

Recommend audit provision for fees and specific reporting requirements as backup to revenues. *Admin fee removed. No audit provision needed.*

Why in 5(b), is construction of concrete & wood specified when this construction is obsolete? *As a result - per legal.*

Why is this not competitive bid? *FDOT handbook provides for concrete or wood construction of benches.*

What is the fiscal benefit for the clubs? *Per agreement, competitive process not required that benefits make this a worthwhile endeavor.*

Although no specific data, Clubs satisfied

KJ

Analyst: bjblumthal

bjb 12/16/14

Ok to Sign:

Instructions/Checklist

1. Upon receipt of a contract and notification in County Admin Tracking System (CATS) review the Agenda and Contract for language and accuracy. Make sure there are available funds, the dept is not overextending itself, was it planned, etc.
2. Complete the form above using the contract document and the County accounting & budgeting systems.
3. Use the "Description & Comments" section to give a brief summary of the contract and include your thoughts and pertinent information.
4. Print the form, initial, and leave folder on the Director's desk.
5. Login to CATS and click in the cell next to your name. A date will appear and click on the date you completed your review. Choose save and close the CATS system.