

## OMB Granicus Review

<b>Granicus Title</b>	Award of bid to VSC Fire & Security, Inc. for fire protection system services.				
<b>Granicus ID#</b>	23-0632A	<b>Reference #</b>	23-0476-B	<b>Date</b>	May 25, 2023

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	Y	<b>Original Amount</b>	N/A
<b>Fund(s)</b>	Multiple Funds	<b>Amount of Change (+/-)</b>	N/A
<b>Cost Center(s)</b>	Multiple Centers	<b>Total Amount</b>	\$1,992,250.00
<b>Program(s)</b>	Multiple Programs	<b>Amount Available (FY23)</b>	\$265,670.00
<b>Account(s)</b>	Multiple Accounts	<b>Included in Applicable Budget? (Y/N)</b>	Y
<b>Fiscal Year(s)</b>	FY23 – FY26		

**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**

- This agreement will create a not-to-exceed threshold of \$1,992,250.00 with VSC Fire and Security, Inc. OMB's analysis suggests the agreement amount will be more than enough to meet the County's operational needs in FY23 and FY24.
- This is only creating a not-to-exceed threshold, not guaranteeing an exact amount to be paid. Departments may use the full \$1,992,250.00 or less.
- Departments have budgeted \$265,670.00 in FY23, which is \$398,413.33 less than the proposed annual estimate of \$664,083.33. Departments have specifically budgeted \$185,000.00 in FY24, which is \$479,083.33 less than the proposed annual estimate.
- Historical spending is more aligned with Adopted Budgets than the proposed annual estimate contemplated in this item (language added by Chris Rose).

**Background**

The Department of Administrative Services (DAS) is requesting a new contract with VSC Fire and Security, Inc. (VSC) for fire protection system services. On March 3, 2023, DAS' Purchasing and Risk Management Division (Purchasing) submitted an invitation to bid (ITB) on behalf of DAS' Facilities and Real Property Division (FRP). Two bids were received, however, VSC was the lowest responsible bidder and was recommended for award.

This agreement will provide various fire system support including fire system testing, maintenance, inspection, certification, and repair of fire protection systems for various County locations. Services will be provided for all system components including, but not limited to; fire pumps, valves, back flow preventers, piping, sprinkler heads, standpipes, chemical suppression systems, fire smoke and heat detection devices, alarm warning devices, all fire panels and systems activated by the fire system and deluge valves.

While this is a new contract for VSC, this is replacing services provided by Sprinklermatic Fire Protection Systems, Inc. (Sprinklermatic), Blanket Purchase Agreements (BPA) 434590 and 434617. From FY19 to FY23, Pinellas County approved 1,354 purchase orders for a total of \$1,198,808.17 (Table 1). Overall, the amount expensed has grown year-over-year (YoY) and total utilization has grown YoY with the exception of FY22, which had a decrease (Figure 1). FY23 year-to-date (YTD) actuals are almost half of the expenses for the same time period (October – May) of FY22 and are also trending lower than FY21 and are more aligned with FY20's actuals.

BPA 434590 and 434617 PO Summary				
Year	Amount	YoY % Change	Utilization	YoY % Change
FY19	\$ 165,634.31	-	217	-
FY20	\$ 248,137.55	49.8%	265	22.1%
FY21	\$ 287,386.58	15.8%	350	32.1%
FY22	\$ 338,354.49	17.7%	298	-14.9%
Four Year Average	\$ 259,878.23	27.8%	282.5	13.1%
FY23 YTD	\$ 159,295.34	-	224	-
Contract Total	\$ 1,198,808.27	-	1354	-

Table 1: BPA 434590 and 434617 PO Summary

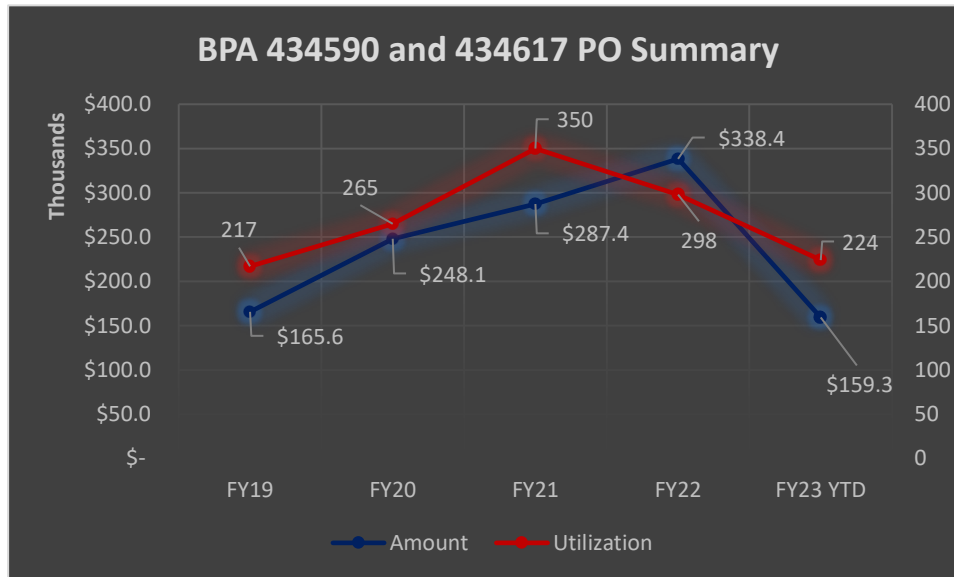


Figure 1: BPA 434590 and 434617 PO Summary

This agreement creates a not-to-exceed threshold to \$1,992,250.00 for 36 months with an estimated annual average expenditure of \$664,083.33. This proposed annual average expenditure is \$364,723.33, or 121.8% more than the annual average of the current Sprinklermatic contract (178-0431-B) that was approved in 2018. This agreement does not guarantee that \$1,992,250.00 will be spent on the purchase of products or services. This contract is used by multiple departments and funding is derived from multiple Funds, Centers, Accounts, and Programs. Approval for the use of funds and whether budgetary conditions are met will need to be made on a department-by-department basis.

Departments have budgeted \$265,670.00 in FY23, which is \$\$398,413.33 less than the proposed annual estimate of \$664,083.33. Departments have specifically budgeted \$185,000.00 in FY24, which is \$479,083.33 less than the proposed annual estimate. Both DAS and Economic Development are requesting less in FY24 and Airport and Solid Waste are remaining flat (Tables 2 and 3).

FY23 Adopted Budget - Sprinklermatic			
Department	Fund	Center	Amount
<b>Department of Administrative Services</b>			<b>\$ 170,570.00</b>
	0001	361501	\$ 39,000.00
	0001	361525	\$ 42,070.00
	0001	361530	\$ 38,000.00
	0001	361540	\$ 51,500.00
<b>Economic Development (STAR Center)</b>	<b>1018</b>	<b>361310</b>	<b>\$ 80,100.00</b>
<b>Airport</b>	<b>4001</b>	<b>421018</b>	<b>\$ 10,000.00</b>
<b>Solid Waste</b>	<b>4021</b>	<b>432925</b>	<b>\$ 5,000.00</b>
<b>Total</b>			<b>\$ 265,670.00</b>

Table 2: FY23 Adopted Budget - Sprinklermatic

FY24 Proposed Budget - Sprinklermatic			
Department	Fund	Center	Amount
<b>Department of Administrative Services</b>			<b>\$ 129,200.00</b>
	0001	361501	\$ 25,000.00
	0001	361525	\$ 33,200.00
	0001	361530	\$ 38,000.00
	0001	361540	\$ 33,000.00
<b>Economic Development (STAR Center)</b>	<b>1018</b>	<b>361610</b>	<b>\$ 40,800.00</b>
<b>Airport</b>	<b>4001</b>	<b>421018</b>	<b>\$ 10,000.00</b>
<b>Solid Waste</b>	<b>4021</b>	<b>432925</b>	<b>\$ 5,000.00</b>
<b>Total</b>			<b>\$ 185,000.00</b>

Table 3: FY24 Proposed Budget - Sprinklermatic

Historical spending has been more aligned with the budget since FY19, and it does not appear that FY24's actuals will meet the proposed annual estimate of this contract. This amendment is expected to meet the operational needs of the County without the need for additional budgetary action.

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).