

## OMB Granicus Review

<b>Granicus Title</b>	Purchase authorization with Johnson Controls Inc. for HVAC systems parts and related services.				
<b>Granicus ID#</b>	23-0673A	<b>Reference #</b>	23-0751	<b>Date</b>	10/27/2023

**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>	N	<b>Original Amount</b>	\$ 1,319,153.00
<b>Fund(s)</b>	Multiple Funds	<b>Amount of Change (+/-)</b>	\$ 0.00
<b>Cost Center(s)</b>	Multiple Centers	<b>Total Amount</b>	\$ 1,319,153.00
<b>Program(s)</b>	Multiple Programs	<b>Amount Available (FY24)</b>	\$ 466,080.00
<b>Account(s)</b>	Multiple Accounts	<b>Included in Applicable Budget? (Y/N)</b>	<b>Y</b>
<b>Fiscal Year(s)</b>	FY24 – FY25		

### 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

- The proposed contract with Johnson Controls Inc. will create a not to exceed threshold of \$1,319,153.00 through August 12, 2025.
- This only creates a not-to-exceed threshold, it does not guarantee an exact amount to be paid. Requesting departments may use the full \$1,319,153.00 or less.
- The Department of Administrative Services (DAS) is the primary user of this contract, however multiple departments may use it as well. Funding will be derived from multiple funds, centers, programs, and accounts of requesting departments.
- This is not sufficiently budgeted to meet the demands of the estimated average annual expenditure. DAS may need to adjust spending or seek a budget amendment if spending trends higher in FY24.

#### Background

The Department of Administrative Services (DAS) is requesting the approval of the purchase authorization with Johnson Controls Inc. (JCI) in the amount of \$1,319,153.00 effective through August 12, 2025. JCI provides heating, ventilation, and air condition (HVAC) system parts and related services for Pinellas County. This contract will replace Contract No. 21-0082-B which is also with JCI and was awarded in the amount of \$1,249,987.00 for a five-year term on March 26, 2021. The current contract has expensed \$1,190,945.46 to date per iSupplier and has \$59,041.54, or 4.7% remaining through its term end date of March 25, 2026. The current JCI contract will be terminated in a separate Granicus item (ID not yet determined).

This contract is used by multiple departments and funding is derived from multiple Funds, Centers, Accounts, and Programs; however, DAS is the primary user of this contract. DAS accounted for 98.3% of the previous JCI contract's expenditures and is expected to maintain a similar stake in the proposed JCI contract (Table 1).

Historical Spending by Department and Fund (Previous JCI Contract)			
Department	Fund	Amount	Percent of Total Expenditures
<b>DAS</b>	0001	\$ 1,170,508.51	98.3%
<b>Economic Development</b>	1018	\$ 16,290.50	1.4%
<b>Solid Waste</b>	4021	\$ 580.50	0.0%
<b>Utilities</b>	4031/4051	\$ 3,565.95	0.3%
<b>Total Expensed</b>	-	\$ 1,190,945.46	100.0%

*Table 1: Historical Spending by Department and Fund (Previous JCI Contract)*

Approval for the use of funds and whether budgetary conditions are met will need to be made on a department-by-department basis. DAS has specifically budgeted \$466,080.00 in the FY24 Adopted Budget, which is not sufficient to meet the estimated average annual expenditure of \$659,576.50. The historical average is \$297,736.37; however, actual expenditures have trended higher and FY23's total was higher than what has been budgeted for FY24 (Table 2). If this trend continues, DAS will be over budget on this contract and may need to adjust spending or seek a budget amendment if costs cannot be absorbed by lapse.

Historical Actual Expenditures (Previous JCI Contract)			
Year	Amount	YoY \$ Change	YoY %Change
<b>2021</b>	\$ 293,421.63	-	-
<b>2022</b>	\$ 351,732.76	\$ 58,311.13	19.9%
<b>2023</b>	\$ 526,124.71	\$ 174,391.95	49.6%
<b>2024 YTD</b>	\$ 19,666.36	-	-
<b>Total Expensed</b>	\$ 1,190,945.46	-	-
<b>Average (FY21 - FY23)</b>	\$ 297,736.37	-	-

*Table 2: Historical Actual Expenditures (Previous JCI Contract)*

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, Qwestica 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).