



Pinellas County

Staff Report

File #: 21-439A, Version: 1

Subject:

Transfer of installed assets from the Administrative Services Department to the Sheriff's Office for the Jail Campus Infrastructure Upgrade project.

Recommended Action:

Approval of transferring of installed assets from the Department of Administrative Services to the Pinellas County Sheriff's Office following completion of the Jail Campus Infrastructure Upgrade project (Project).

- This is a post-project housekeeping item. The Project (Contract #134-0308-NC) was substantially complete in March 2019.
- Transfer of installed assets to the Sheriff's Office.
- Installed assets were part of the project scope.
- The Sheriff's Office concurs with the asset transfer.

Strategic Plan:

Deliver First Class Services to the Public and Our Customers

5.1 Maximize partner relationships and public outreach

5.2 Be responsible stewards of the public's resources

5.3 Ensure effective and efficient delivery of County services and support

Summary:

This action transfers identified installed assets from the Project to the PCSO. The purpose of the action is to transfer the tracking, maintenance, and replacement responsibilities for the subject assets to the appropriate authority, as a post-project housekeeping item.

Background Information:

The transferable assets list includes furniture, fixtures, and equipment with a total original purchase value of \$530,755.18. These items were purchased and installed within the Project work scope. The Project (Contract #134-0308-NC) was substantially complete in March 2019.

Fiscal Impact:

The transfer of assets from the Department of Administrative Service to the Sheriff's Office has no immediate fiscal impact. Upon completion of the transfer, the Sheriff's Office will become responsible for future year depreciation and maintenance costs associated with the assets. The total assets are valued at \$530,755.18 and were purchased as part of the original Project scope. The Sheriff's Office has reviewed the asset list and agrees with the value and proposed transfer.

Staff Member Responsible:

Andrew W. Pupke, Division Director, Facilities and Real Property Division

Partners:

Pinellas County Sheriff's Office

Attachments:

Infrastructure Building and Purchasing Warehouse Pinellas County Sheriff's Office Asset Summary
Concurrence letter