

FY 2019 Annual Report



*Purchasing is a
Team Effort*

Finance and Administrative Services Department
Purchasing Division
Broward County Board of County Commissioners
www.broward.org/Purchasing

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Finance and Administrative Services Department
PURCHASING DIVISION

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Message from the Director of Purchasing

After a four-year hiatus, I am pleased to bring back the Broward County Purchasing Division Annual Report. Since 2014, the Purchasing Division has been laying the foundation for the future. We have heavily invested in our technology, people, and processes to allow for progress. For two years, 2014 - 2016, design and implementation of an Enterprise Resource Planning (ERP) System was conducted and completed. This required an extensive analysis and mapping on past business processes to transform it to the current business processes which led to a change in the procurement service model from a client agency based to commodity-based model in 2017. The commodity-based teams were created to incorporate strategic sourcing into the County's procurement in our efforts to assess spending trends countywide to aggregate similar goods or services to leverage the economies of scale. It also allowed for the commodity team members to build their expertise on their assigned commodities, gain insight into the various markets, and better understand the needs of the client agency to develop the appropriate procurement method for sourcing. In the meantime, after going-live with the ERP System on April 4, 2016, the Procurement Division assisted with troubleshooting issues, stabilizing, and optimizing the system. By 2018, the convergence and transformation of the ERP, commodity teams, and business process had successfully occurred. During Fiscal Year 2018, the Purchasing Division was able to focus on collecting the data for past years and create the necessary reports to provide the data herein and publish this annual report.

As a matter of fact, during FY 2019, the total dollars awarded to vendors conducting business with Broward County was \$1,072,231,948 in which 43.6% or \$467,347,241 was awarded to vendors located within Broward County; 61.8% or \$662,574,848 within the tri-county area (Broward, Palm Beach and Miami-Dade); and 66.1% or \$709,074,492 within the State of Florida.

I encourage you to view the Purchasing Division Accomplishments and the Organizational Focus for Fiscal Year 2020.

In closing, I would like to extend my sincere appreciation to the Broward County Commission, the County Administrator, and her entire team, and all of our great partners throughout the County for their support. Thank you to those who contributed to this report, and to my entire staff for their commitment, effort and dedication to providing excellent professional services to the County.

It is my distinct honor to present to you, the Purchasing Division Annual Report for Fiscal Year 2019.

Brenda J. Billingsley, Director

A Service of the Broward County Board of County Commissioners

Excellence in Government Procurement – Our Best. Nothing Less.

Mission Statement

The Purchasing Division strives to provide a unified purchasing system that ensures integrity and fairness, with centralized responsibility for oversight of solicitations, vendor selection, negotiation, award, contract management, reporting, disposal of surplus property and emergency logistical support for the benefit of Broward County agencies.

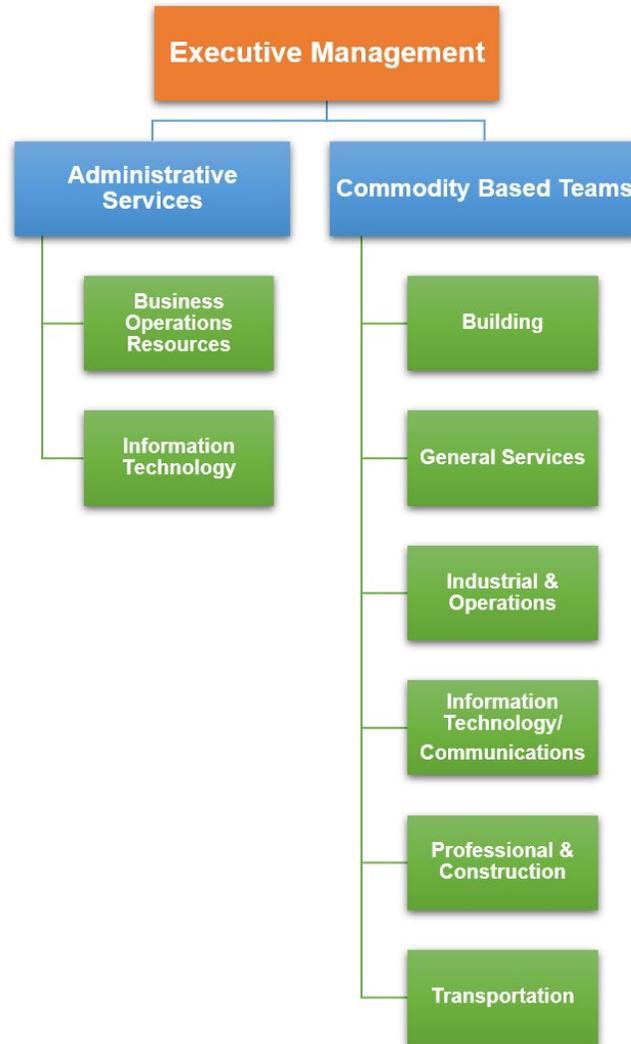
The major objectives are:

- to comply with the comprehensive federal, state and county procurement and contracting laws which govern expenditure of public funds
- to provide timely responsive support to client agencies
- to generate broad participation and competition among potential suppliers and contractors
- to ensure quality products and services at competitive prices
- to ensure equal opportunity to all qualified vendors and contractors wishing to compete for Broward County contracts
- to ensure that small and disadvantaged businesses have the maximum opportunity to participate in Broward County contracts
- to monitor vendor performance to ensure accountability
- to provide Procurement Code guidance and training to client agencies
- to keep abreast of current developments in the field of purchasing, market conditions, and new products, and
- to formulate and recommend purchasing policy and procedures

These objectives allow professional procurement specialists to responsibly ensure that Broward County receives the best value obtainable for each tax dollar spent.

Organizational Structure

The Purchasing Division functions are implemented within three general interrelated Lines of Business: Executive Management, Administrative Services and Operations. These Lines of Business are put into action through seven business units.



Executive Management

Manages Broward County’s procurement practices in the areas of commodities, general services, construction, and professional services; management of logistics and disposition of surplus; strategic planning and utilizing resources, business intelligence, and performance metrics; maintaining internal quality assurance; dispute resolution; and recommending policies and procedures.

Administrative Services

Provides administrative, fiscal and human resource guidance, budget preparation and management, training, assists with promulgating program, policies, and procedures administers the Purchasing Card (hereinafter referred to as P-Card) Program , performs quality control of agenda reports, collects data and reports on Living Wage contracts, works on special projects, and conducts educational and outreach

programs in support of the Executive Management and Commodity Based Teams business units. The Administrative Services line of business is executed through the Business Operations Resources and Information Technology business units.

Commodity Based Teams

Encompasses the legally mandated core business of the Division – procurement and disposition of surplus property. The Commodity Based Teams are executed through the Building, General Services, Industrial, Information Technology & Communications, Operations, Professional and Construction, and Transportation business units. These units procure goods, including operational supplies and capital equipment, construction services, and general and professional services. Additionally, the Goods/Services and Central Warehouse/Logistics business unit transfers or disposes of surplus property and serves as the logistics center during emergency events in accordance with federal, state and local mandates.

Commodity Based Teams Section Introductions

Operations Section consists of the following business units:

Building

Responsible for sourcing supplies and services to maintain the interior or exterior of a public building. This team is responsible for conducting all new solicitations and managing all existing contracts through the partnership of using agencies for needs such as the following: Elevator and Escalator Maintenance, Equipment Parts, Pest Control Services, Insecticides/Pesticides, Roofing Supplies and Services, Fencing (New, Repair and Replacement), Fire Alarms and Fire Suppression Systems and HVAC Chillers and Air Compressors.

General Services

Responsible for the acquisition of support services requiring specialized knowledge, experience/expertise. This team is responsible for conducting all new solicitations and managing all existing contracts through the partnership of using agencies for needs such as the following: actuarial services, insurance, banking, professional training, and employee benefits.

Industrial & Operations

Responsible for the acquisition of industrial and operational equipment, supplies and services. This team is responsible for conducting all new solicitations and managing all existing contracts through the partnership of using agencies for equipment, supply and service needs such as the following: equipment – compressors, meters, pumps; supplies – books, chemicals, furniture, paper; services – delivery of county mail and library materials, removal of hurricane debris, and trash including biomedical and hazardous waste.

Information Technology & Communications

Responsible for sourcing & procuring Information Technology hardware & software, telecommunications equipment and services, networking equipment & associated supplies & maintenance services. This team is responsible for conducting all new solicitations and managing all existing contracts through the partnership of using agencies for maintaining the County's Regional 911 system (system), County's financial, procurement, human resources, payroll, billing, customer service software systems, software

licenses and software subscriptions, computers, printers, scanners, copiers and accessories, servers, routers, and network systems.

Professional and Construction

Responsible for the acquisition of all architectural, engineering, landscape architectural, or surveying & mapping services, & all construction projects, concessions & leases. This team is responsible for conducting all new solicitations and managing all existing contracts through the partnership of using agencies for design services, professional studies, construction of public buildings, streets, roadways, highways, sidewalks, pump stations and sewer systems, building renovations, and maintenance and upgrade of bridges, and demolition services.

Transportation

Responsible for sourcing all vehicles, parts, supplies and services for repair and maintenance. This team is responsible for conducting all new solicitations and managing all existing contracts through the partnership of using agencies for the procurement of County fleet of buses, automobiles, vans, trucks, installation of bus shelters and bus stops, fuel, transportation and paratransit services, and rental of trucks and heavy equipment.

Administrative Services Section

Administrative Services Section consists of the following business units:

Business Operations Resources Section

Responsible for administrative, fiscal and human resource guidance and employee development training. This team is also responsible for policy research and analysis, benchmarking, data collection, tracking and reports, policy development, delegated purchasing transaction reviews, quality control, processing and scheduling agenda reports and other specialized tasks in support of the procurement operations.

Information Technology Section

Responsible for providing development, maintenance, and support through automated informational systems and data collection to assess performance output to identify areas of improvement to maximize efficiencies. The informational systems allow for, contract administration, monitoring of contractors' performance and payments to subcontractors, tracking of procurement cycle timelines and distribution of assignments.

Statutory Authority

The Purchasing Division was created, and its duties outlined in Broward County's Procurement Code (Code) for the purpose of providing Broward County with a unified purchasing system, with centralized responsibility for processing of delegated purchases and disposal of surplus property. The Code provides for increased economy in procurement activities and enables the County to maximize to the fullest extent practicable, the purchasing value of public funds by fostering effective broad based competition within the free enterprise system, while ensuring fair and equitable treatment of all vendors who deal with Broward County Procurement. The Code provides safeguards for the maintenance of a procurement system of quality and integrity and is intended to provide for increased public confidence in the procedures followed by public procurement. All procurement by Broward County is governed by and construed under the laws and codes as provided below.

Source	Regulation
Federal Regulations	<ul style="list-style-type: none"> ▪ Disadvantaged Business Enterprises, 26 CFR Part 49
State of Florida Statutes	<ul style="list-style-type: none"> ▪ Integrity of Public Contracting, Section 287.132 ▪ Consultant's Competitive Negotiations Act (CCNA), Section 287.055 ▪ Public Meetings Section 286.011 ▪ Scrutinized Companies Certification, Section 287.135 ▪ Employment Eligibility Verification Program Contractor Certification, Governor Scott's Executive Order 11-02, issued January 4, 2011 ▪ Prompt Payment Law, Section 218.70 ▪ Public Records Law, Chapter 119 ▪ Drug-free Workplace, Section 287.087 ▪ Uniform Commercial Code, Chapter 672 ▪ Construction Bonding Requirements, Section 255.05 ▪ Public Construction Competitive Bidding, Section 255.20 ▪ Code of Ethics, Chapter 112 ▪ County authorized to sell real and personal property and to lease real property, Section 125.35 ▪ Sale of county property to United States, or State, Section 125.38 ▪ Tangible Personal Property Owned by Local Governments, Chapter 274 ▪ Alternate procedures, Section 274.06 ▪ Energy Efficient and Sustainable Buildings, Section 255.2575 ▪ Lost or Abandoned Property, Chapter 705 ▪ Non-Collusion Statement, Section 112.3135(1)(c)
Broward County Codes and Ordinances	<ul style="list-style-type: none"> ▪ Code of Conduct, Ordinance No. 2007-02 ▪ Broward County Employee Code of Ethics Act, Ordinance No. 2010-64 ▪ Cone of Silence, Ordinance No. 2011-06 ▪ Drug Free Workplace, Ordinance No. 92-8 ▪ County Business Opportunity Act, Ordinance No. 2012-13 ▪ Construction Apprenticeship Program, Ordinance No. 2020-23 ▪ Living Wage Ordinance, Ordinance No. 2008-45 ▪ Local Preference, Ordinance No. 2004-29 ▪ Domestic Partnership, Ordinance No. 1999-18 ▪ Prompt Pay, Ordinance No. 89-49 ▪ Procurement Code, Chapter 21 ▪ Procurement Code, Section 21.113, Disposal of Surplus Personal Property

Purchasing Division Accomplishments

During the past year, the Purchasing Division continued its commitment to all stakeholders involved in the procurement process. The Division's constant focus on professionalism resulted in a number of recognitions, awards, accreditations and certifications.

Recognitions, Awards, Accreditations, and Certifications

The Broward County Purchasing Division was recently recognized by several professional organizations for its efforts on best practices; the use of technology to improve transparency, maximize efficiency and application of environmental sustainability practices to its procurement process; achieving and maintaining agency accreditation reflecting the Division's level of excellence; and, individual professional certifications demonstrating a standard of competency in the public procurement profession.

- Awarded FAPPO's 2019 Best Practice in Public Procurement Award for the training program "Purchasing 101: Introduction to Public Procurement." A demonstration of the training was provided to the full membership at the FAPPO Spring Conference in Fort Lauderdale, Florida in May 2019.
- Achieved the Award of Excellence in Public Procurement from the Florida Association of Public Purchasing Officers (FAPPO) for the 23rd year in a row. This award recognizes the Purchasing Division for organization excellence in procurement by measuring its innovation, professionalism, e-procurement, productivity and leadership.



- Maintained active membership in the National Institute of Governmental Purchasing (NIGP), FAPPO, Southeast Florida Chapter of NIGP Inc. and Southeast Florida Governmental Purchasing Cooperative Group.
- National Institute of Governmental Purchasing Outstanding Agency Accreditation Achievement (OA4) Award. This three-year reaccreditation recognizes the Division for leadership in the public procurement profession through the implementation of best practices. In 2019, Broward County is 1 out of 65 public entities honored with the OA4 Accreditation Achievement Award.
- 2019 National Institute of Governmental Procurement Young and New Professional Scholarship was awarded to Purchasing Agent, Mary Moss.



Organizational Improvements

The Purchasing Division strives for continual organizational improvements to support strategic planning and goal setting, strengthen accountability, enhance decision-making, and improve customer service and to assist the Division to determine the most effective use of its resources.

- Recent changes to the Procurement Code by the Board allowed for extensive process improvements to the County's procurement processes, such as the Clean Low Bid process:
 - In FY 2019, the Director of Purchasing awarded forty-three (43) Clean Low Bids for a total initial award value of \$139,068,127 with a potential award value of \$215,554,807. This represents projects managed by five (5) Departments and Nine (9) County Agencies. On average, contracts awarded through the traditional (Board award) process takes approximately 60 days. Awarding these contracts through the revised County ordinance has decreased the procurement cycle times by 34 days. The average award processing time for clean low bids is approximately 26 days.
- Based on the Board policy to afford Vendors an opportunity to challenge performance scores given by the County, the Purchasing Division was tasked with redesigning the Vendor Performance Evaluation module in Contracts Central to accommodate the new Vendor "Rebuttal" process for Final Evaluations.
- On April 9, 2019, the Broward County Board of County Commissioners adopted a Resolution amending Chapter 21 of the Broward County Administrative Code. Through the Resolution, Chapter 21 (Procurement Code), Section 21.8.b.41 – Definitions, was amended to increase the amount specified as the Mandatory Bid Amount from \$50,000 to \$100,000. This allows for approximately 14,000 procurements to be informally solicited within 3 business days.
- The PeopleSoft Catalog Change Order Request (CCOR) provides the ability for departments to directly increase or decrease the quantity amount of a Purchase Order (PO) for Open-End Contracts and issuance of the PO Change Order by the next business day.

Administration

- Redesigned the Master Agreement Renewal System (MARS), a custom-built application, which provides Contract Administrators countywide the ability to independently manage their contracts. The County has approximately 1,000 active Procurement Contracts. Now Contract Administrators can determine whether the contracts warrant renewals, re-solicitations, or cessation. This process was previously handled by the Purchasing Division, now the Contract Administrators can initiate this process completely online.
- Implemented Living Wage Ordinance revisions for 114 direct-service contracts. The Board approved the revisions to the Ordinance and required all effected contracts be amended immediately to reflect the increase in the Living Wages. This initiative was completed within four months.
- Rebates for the County's Purchasing Card (P-Card) program and US Communities-Home Depot Program totaled \$473,395 for the County.

- Reinstated the Certified Agency Buyer (CAB) program. The County has over 100 certified CABs. The program provides on-going support to the overall procurement needs of the County. CABs can independently make small dollar purchases under \$7,500 for their respective agencies.
- Developed an Annual Report Dashboard on SharePoint which processes, analyzes all purchase orders and provides a graphical representation of the spend data.
- Developed and supported in-house applications to streamline the business process. The various applications:
 - Tracks Procurement Milestones and Procurement Cycle
 - Stores Document Content and allows for Real-Time Posting related to Committee based procurements (Request for Proposals/Request for Letters of Interest)
 - Renewals of Contracts
 - Collects Information of firms' responses in a Matrix Format to Request for Proposals (RFP)/Request for Letters of Interest (RLI) for Committee Members to have an at-a-glance document for decision-making purposes.
 - Identifies personal information (i.e. social security, bank account) in a firm's response to an RFP/RLI which enables staff to redact the information.
 - Collects spend data by County Agency, Vendor, and Location (State, County, City).
- Conducted 15 training classes, for 799 employees, on delegated purchasing (i.e., P-Card procurement, Certified Agency Buyer procurement) and Purchasing Division policies and procedures.



Building Services

- Completed the competitive bidding of CCTV Equipment for Broward County Aviation Department (BCARD) for the safety and security of the general public at the Fort Lauderdale-Hollywood International Airport.
- Completed the competitive bidding of Evolv Edge Devices for BCAD, which are anti-terrorism technologies used to detect explosive devices and weapons on persons and personal belongings to prevent terrorist activities at the airport.

General Services

- Solicited and awarded the Census 2020 Marketing Campaign solicitation that allows the County to obtain a Consultant to plan, design, implement, monitor, and manage Campaign to influence historically hard-to-enumerate (HTE) populations in order to obtain a complete count in Broward County.
- Solicited and awarded a Workers Compensation Medical Cost Containment and Case Management Services solicitation to manage employees accidents or injuries while on duty, provide for medical treatment and care in accordance with Florida Statutes, and case management to assist injured employee from the onset of injury until return to work.

Industrial & Operational Services

- Completed multiple procurements that are compliant with the requirements of the Federal Emergency Management Agency (FEMA) to position Broward County, as a non-federal entity, to be eligible for FEMA reimbursement in the event of a natural disaster.

Information Technology & Communication Services

- Procured an InfoWater and InfoSWMM Geographic Information System (GIS) integrated modeling software to use in the day to day operations by WWS Engineers and other support staff for the modeling of existing and potential water and wastewater projects.
- Procured the Siteimprove, Inc. software that will assist the Office of Public Communications in their mission ensuring the regulatory compliance and quality of website services to Broward County residents, businesses and visitors. This automated tool will be invaluable to County Agencies responsible for ensuring ADA accessibility of thousands of PDF documents on County Agencies' websites.
- Awarded a contract for the supply and installation of E911 Network Clock Replacements.

Professional & Construction Services

- Awarded over \$265M in fixed-projects and over \$50M in open-end contracts (initial term amount) for professional and construction projects. This included multiple projects, for consultants and contractors, for critical Broward County capital projects. Examples of projects included a consultant for the BB&C Center, a managing general contractor for Port Everglades Terminals 2 and 4 Parking Garage Improvements, a designer for the new Medical Examiner's Office and BSO Crime Lab Combined Facility, a demolition contractor for convention center/hotel site, and contractor for a reclaimed water transmission main project.
- Created the Library of Professional and Environmental Services with over 90 vendors for use on smaller professional architect/engineering or environmental projects.
- Processed over 150 work authorizations and over 100 change orders.

Transportation Services

- Completed the procurement of fifteen (15) forty-foot, low floor, heavy-duty all-electric transit buses to meet the County's goal of incorporating electric buses into the existing fleet.
- Expanded the Transit bus fleet by procuring twenty-seven (27), 35-foot and one hundred twenty (120), 40-foot, low floor, heavy-duty Transit Buses.
- Completed the procurement of five (5) over-the-road, heavy duty commuter.
- Completed the procurement to improve the bus stop signage and information provided to transit riders throughout Broward County.

Financial Statistics/Procurement Activities for Fiscal Year 2019

For the purposes of this report, the terms *award* and *purchases* are used interchangeably and refer to any procurement document issued during the fiscal year (hereinafter referred to as FY). Procurement documents represent a commitment by Broward County to procure goods and services. The table below provides a detailed explanation of the various types of requests or purchases such as a special requests, catalog orders, direct connect (punch-out), delegated purchases, and exempt purchases, resulting in a procurement document commonly referenced as purchase orders (POs) being issued, with the exception of Purchasing Cards (P-Cards).

Special Request (SR) ¹	Purchases Orders issued from a Special Request Requisition after an award is made from a formal competitive process (\$100,000 or more) or informal competitive process (less than \$100,000) conducted by the Purchasing Division for a firm fixed price, one or single time purchase, to be delivered within a certain timeframe, which is generally for less than a one year period.
P-Cards	All P-Card purchases made through Broward County's program.
Catalog Orders (CAT)	Purchase Orders from a Procurement Contract (open-end contract) issued by client agencies. Usually the Procurement Contract is for a period of one year (initial term) with options to renew (multi-year).
Direct Connect (DC/Punch-Out)	Purchases made by Requestors from the Client Agencies using the Peoplesoft ePro Requisition Module by electronically connecting to Supplier's web-based catalog, selecting contractual priced items, and bringing back items via the shopping cart into the PeopleSoft ePro Requisition Module for issuance of Purchase Orders.
Delegated Purchase-Certified Agency Buyers (CAB)/Human Services (HS)	Purchase Orders issued directly by the Client Agency after delegated purchases and/or competitive processes are conducted in accordance with the promulgated policies and procedures.
Exempt Purchase	All procurements exempt from the Procurement Code, which a purchase order may be issued by the Purchasing Division upon the Client Agency entering a SR, or purchase order issued directly by CABs/HS, or processed via a P-Card, depending on the dollar amount or circumstances, such as a supplier not accepting a P-Card for payment.

Procurement Contract Awards

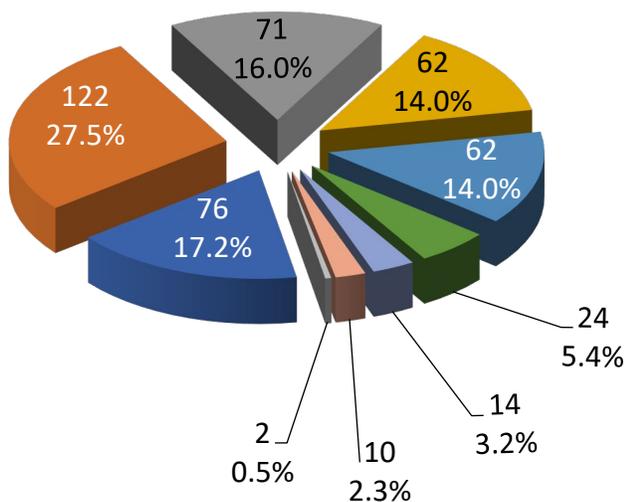
Strategic sourcing is a practice for continuously improving and re-evaluating the purchasing activity. It analyzes and assesses the components of a procurement to determine the best method of soliciting for the required supply or service. The use of Procurement Contracts (open-end contracts) are one of the methods utilized by the Purchasing Division to implement strategic sourcing and take advantage of economies of scale. It is critical for all client agencies who will be the intended users to participate when data is being gathered to develop the specifications or scope of services and determine the estimated quantities.

¹Open-end, multi-year contract awards are not included.

The Purchasing Division emphasizes the value of Procurement Contracts because they offer an efficient and economical method for purchasing frequently requested items. Once awarded, the client agencies are able to issue purchase orders (Catalog Orders) to the awarded vendor(s). Procurement Contracts are usually issued with an initial term of one year and a stated number of optional renewal periods, usually two one-year periods, subject to vendor acceptance, and determination that renewal is in the best interest of the County.

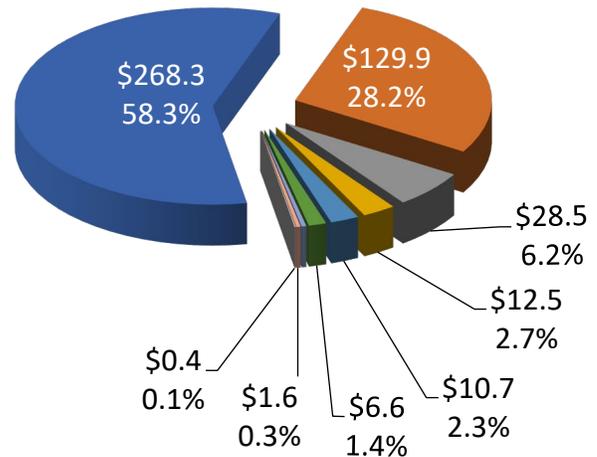
During FY 2019, 443 procurement contracts were awarded by either the Board of County Commissioners or the Director of Purchasing for a potential spend on these contracts within the initial term of \$460,338,495. Figures 1a and 1b show the quantity and initial term value of the procurement contracts awarded during that period.

Figure 1a
FY 2019 Procurement Contracts
(Total 443)



- Aviation Department
- Public Works Department
- Department of Transportation
- Finance & Administrative Services Department
- County Administration
- Port Everglades Department
- Human Services
- Environmental Protection & Growth Management
- Other Agencies

Figure 1b
FY 2019 Procurement Contracts
Dollars
(Total \$460,338,495)



- Aviation Department
- Public Works Department
- Department of Transportation
- Finance & Administrative Services Department
- County Administration
- Port Everglades Department
- Human Services
- Environmental Protection & Growth Management
- Other Agencies

In addition to Procurement Contracts established during FY 2019, there are those Procurement Contracts issued in prior fiscal years that remain active, due to the multi-year optional renewal term having been exercised. As of September 30, 2019, there were 1,372 active Procurement Contracts available for use by Broward County agencies, providing for the purchase of commodities, construction, general and professional services.

Purchase Orders

During FY 2019, 70,470 purchases were processed for a total award amount of \$1,072,231,948. Included in the total are purchases stemming from contracts established during FY 19 as referenced in Figure 1a and 1b, contracts established in prior fiscal years, informal bidding processes, and transactions processed with P-Cards which totaled \$24,321,252.10 for FY 2019, of which Broward County received rebates totaling \$397,695.95. Figures 2a and 2b summarize the methods utilized for the Purchasing Division's activity for FY 2019.

Figure 2a
FY 2019 Types of Purchase Orders and Transactions
(Total - 70,470)

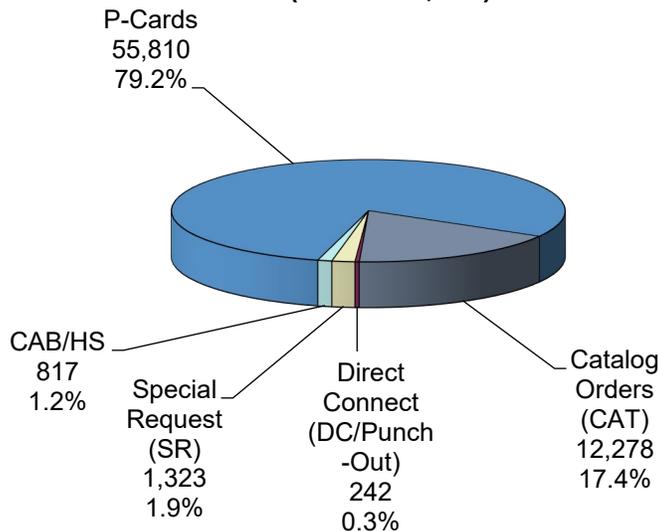
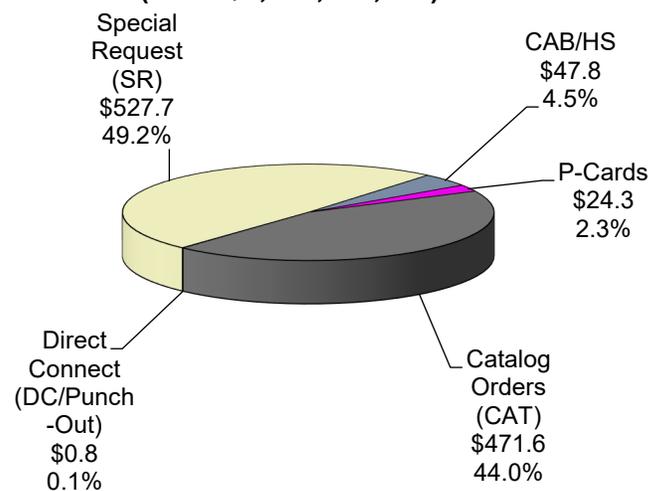


Figure 2b
FY 2019 Purchase Orders and Transactions Dollars
(Total \$1,072,231,948)



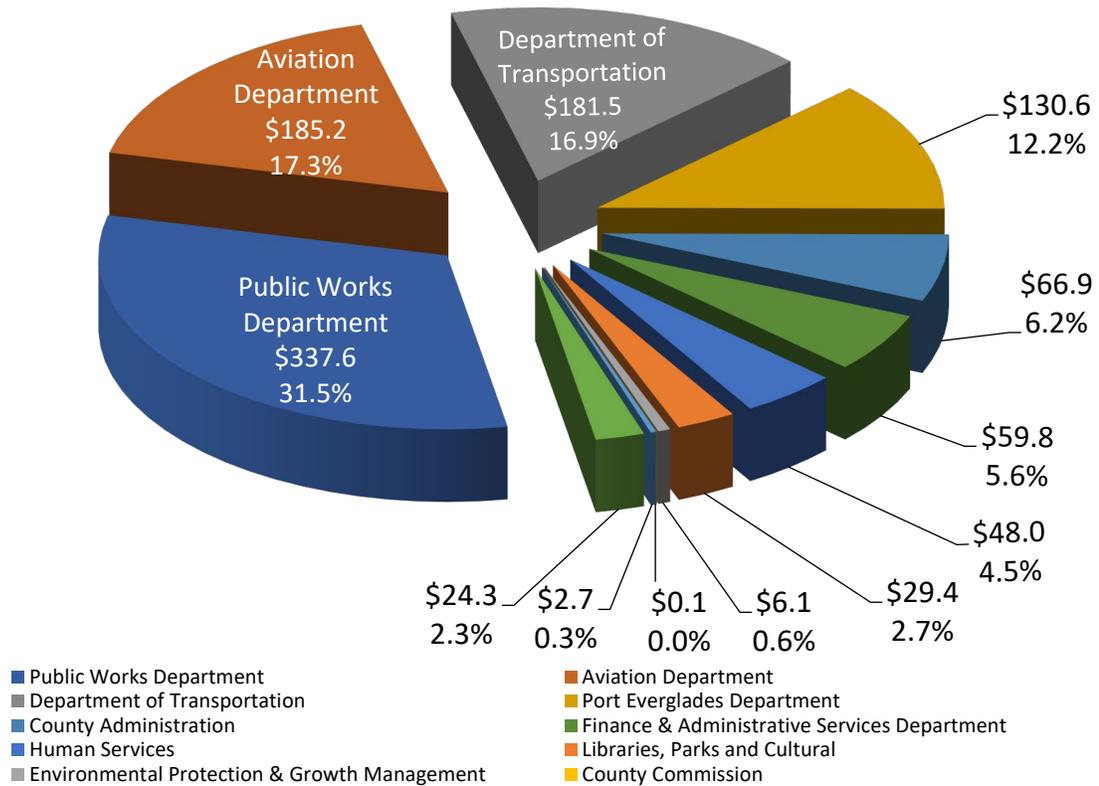
Awards by Agency

The following chart delineates the transactions categorized by client agencies during FY 2019.

Figure 3a
Spend Analysis – FY 2019 Procurement Contracts by Agency

Agency	Count	Award \$	\$ in Millions	%
Public Works Department	5,611	\$337,607,362	\$337.6	31.5%
Aviation Department	1,966	\$185,220,369	\$185.2	17.3%
Department of Transportation	1,308	\$181,490,623	\$181.5	16.9%
Port Everglades Department	850	\$130,584,195	\$130.6	12.2%
County Administration	579	\$66,901,363	\$66.9	6.2%
Finance & Administrative Services Department	880	\$59,752,218	\$59.8	5.6%
Human Services	841	\$48,029,785	\$48.0	4.5%
Libraries, Parks and Cultural	1,630	\$29,448,805	\$29.4	2.7%
Environmental Protection & Growth Management	415	\$6,129,069	\$6.1	0.6%
County Commission	63	\$50,905	\$0.1	0.0%
All Other Agencies	517	\$2,696,001	\$2.7	0.3%
All P-Card Purchases	55,810	\$24,321,252	\$24.3	2.3%
Total	70,470	\$1,072,231,948	\$1,072.2	100.0%

Figure 3b
Spend Analysis – FY 2019 Procurement Contracts by Agency



Vendor Participation

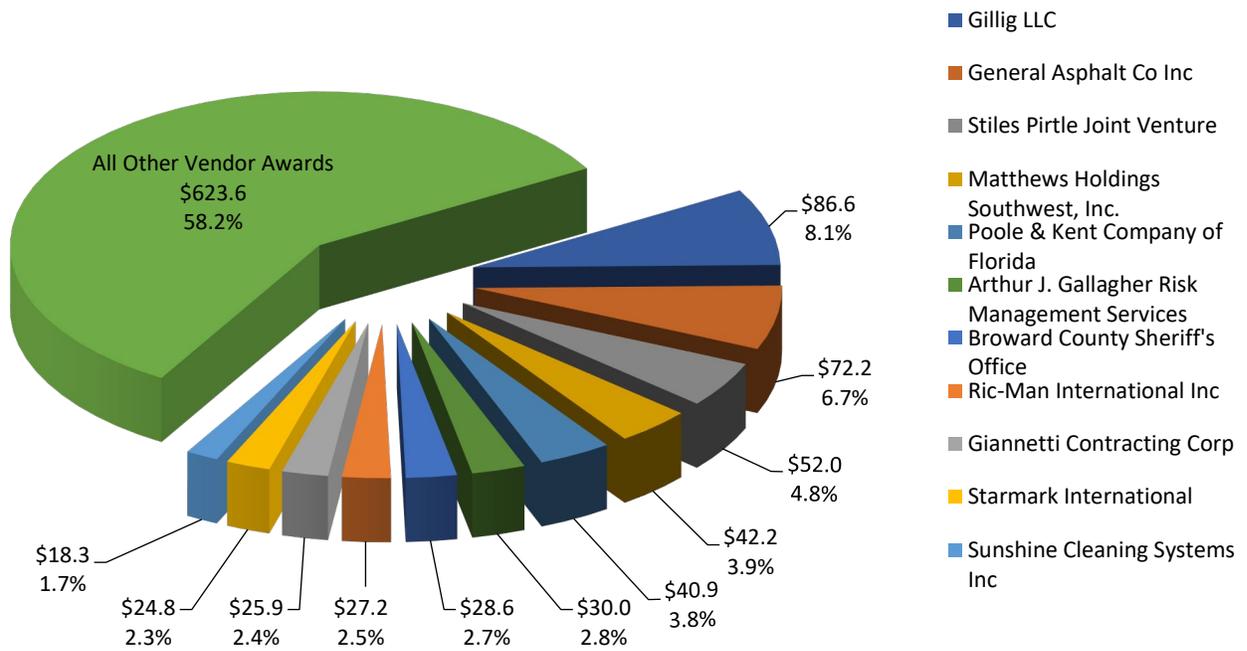
The following chart delineates the awards and expenditures with the top eleven vendors during FY 2019.

Figure 4a
Spend Analysis – FY 2019 Purchase Orders/Transactions/Awards by Vendor

Vendor Name	Count	Award \$	\$ in Millions	%
Gillig LLC	21	\$86,615,598	\$86.6	8.1%
General Asphalt Co Inc	16	\$72,170,604	\$72.2	6.7%
Stiles Pirtle Joint Venture	1	\$52,000,000	\$52.0	4.8%
Matthews Holdings Southwest, Inc.	4	\$42,199,981	\$42.2	3.9%
Poole & Kent Company of Florida	1	\$40,905,000	\$40.9	3.8%
Arthur J. Gallagher Risk Management Services	77	\$30,026,136	\$30.0	2.8%
Broward County Sheriff's Office	38	\$28,583,372	\$28.6	2.7%
Ric-Man International Inc	2	\$27,237,669	\$27.2	2.5%
Giannetti Contracting Corp	1	\$25,859,999	\$25.9	2.4%
Starmark International	208	\$24,751,414	\$24.8	2.3%
Sunshine Cleaning Systems Inc	26	\$18,272,681	\$18.3	1.7%
All Other Vendor Awards ²	70,075	\$623,609,494	\$623.6	58.2%
Total	70,470	\$1,072,231,948	\$1,072.2	100.0%

² Includes P-Card purchases.

Figure 4b
Spend Analysis – FY 2019 Purchase Orders/Transactions/Awards by Vendor



Contracts Awarded to Vendors by State, County and City

Broward County awarded 66% of its contract dollars to vendors located within the State of Florida and 44% to local, Broward businesses in FY 2019.

Figures 5a and 5b below represent the dollars spent by Broward County within the State of Florida and other jurisdictions across the United States and Canada. Figures 5c and 5d represent the dollars spent within Broward County in comparison with other Florida Counties. Figures 5e and 5f represent the dollars spent in various cities within Broward County.

Figure 5a
Spend Analysis – FY 2019 Purchase Orders/Transactions/Awards by State

State	Count	Award \$	\$ in Millions	%
Florida	9,748	\$709,074,492	\$709.1	66.1%
California	132	\$93,576,041	\$93.6	8.7%
Georgia	1,507	\$76,751,659	\$76.8	7.2%
Texas	389	\$49,077,729	\$49.1	4.6%
Illinois	955	\$44,439,975	\$44.4	4.1%
Pennsylvania	342	\$21,245,602	\$21.2	2.0%
Ohio	246	\$17,504,040	\$17.5	1.6%
All Other States	1,341	\$36,241,158	\$36.2	3.4%
All P-Card Purchases	55,810	\$24,321,252	\$24.3	2.3%
Total	70,470	\$1,072,231,948	\$1,072.2	100.0%

Figure 5b
Spend Analysis – FY 2019 Purchase Orders/Transactions/Awards by State

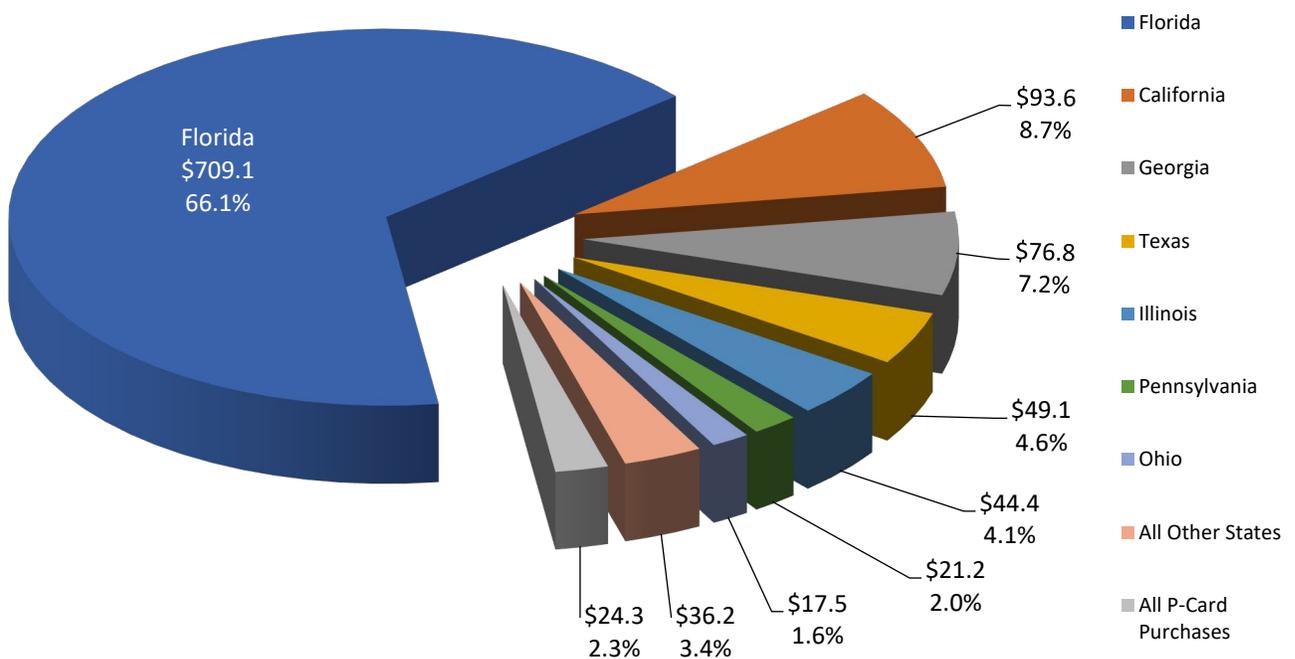
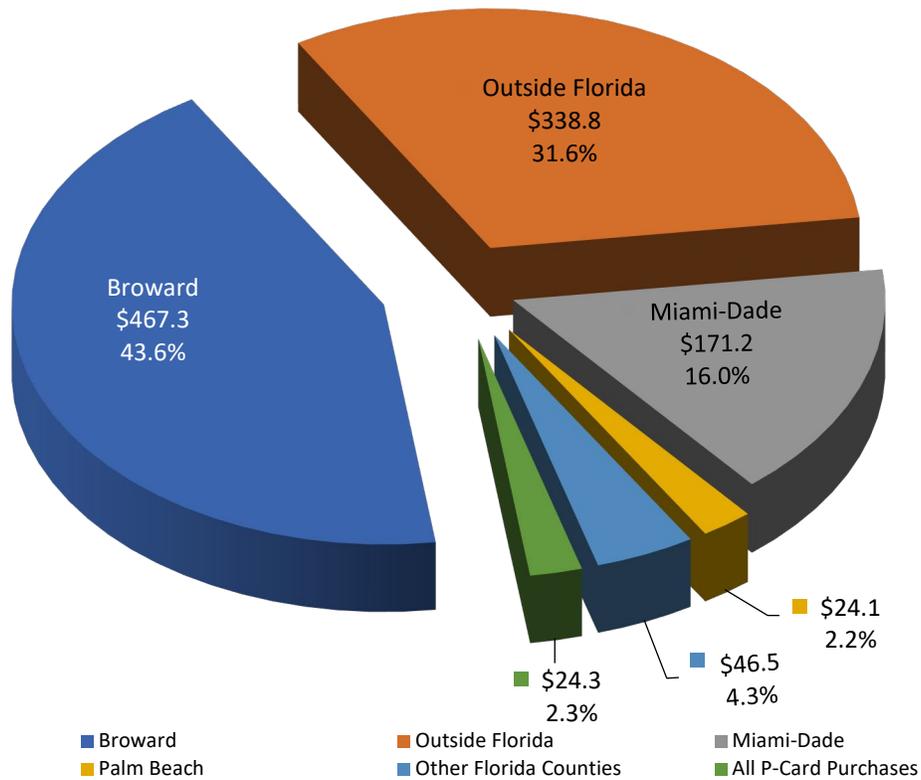


Figure 5c
Spend Analysis – FY 2019 Purchase Orders/Transactions/Awards by County

Florida Counties	Count	Award \$	\$ in Millions	%
Broward	6,227	\$467,347,241	\$467.3	43.6%
Outside Florida	4,912	\$338,836,204	\$338.8	31.6%
Miami-Dade	1,776	\$171,174,622	\$171.2	16.0%
Palm Beach	535	\$24,052,985	\$24.1	2.2%
Other Florida Counties	1,210	\$46,499,644	\$46.5	4.3%
All P-Card Purchases ³	55,810	\$24,321,252	\$24.3	2.3%
Total	70,470	\$1,072,231,948	\$1,072.2	100.0%

Figure 5d
Spend Analysis – FY 2019 Purchase Orders/Transactions/Awards by County

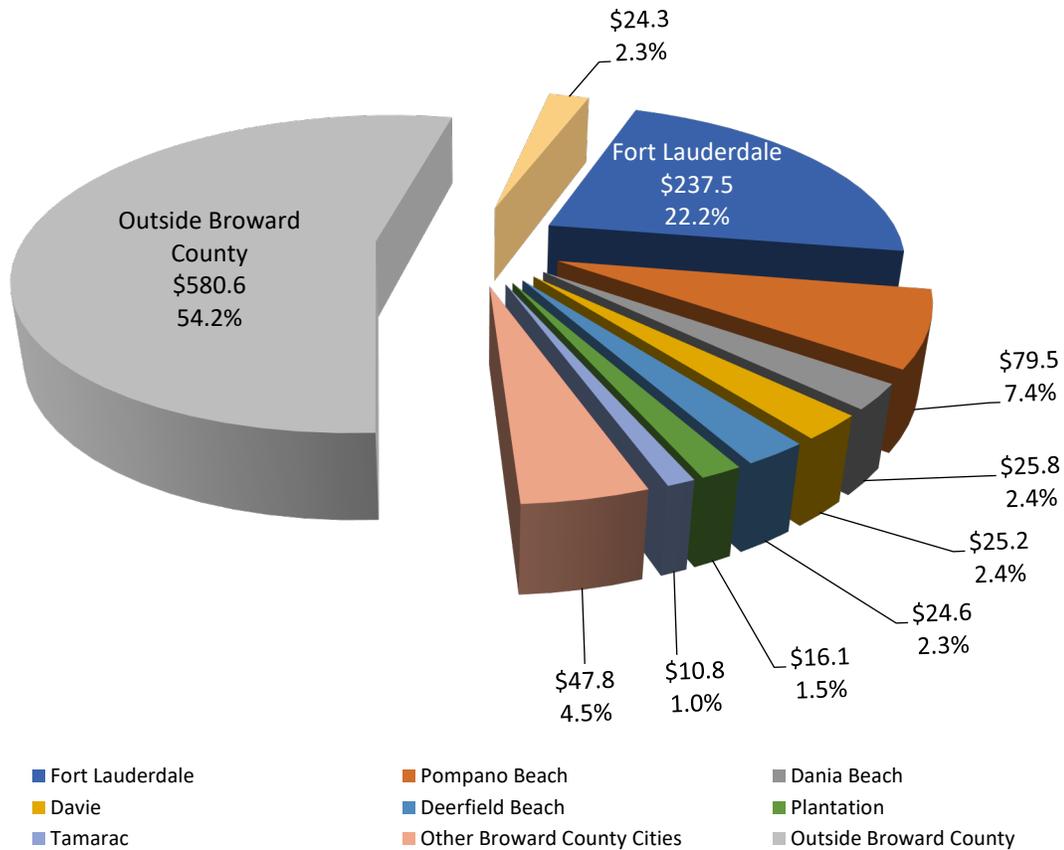


³ P-Card includes purchases outside Florida's counties.

Figure 5e
Spend Analysis – FY 2019 Purchase Orders/Transactions/Awards by City

Broward County City	Count	Award \$	\$ in Millions	%
Fort Lauderdale	1,887	\$237,496,117	\$237.5	22.2%
Pompano Beach	1,077	\$79,468,095	\$79.5	7.4%
Dania Beach	264	\$25,824,990	\$25.8	2.4%
Davie	724	\$25,249,964	\$25.2	2.4%
Deerfield Beach	85	\$24,615,948	\$24.6	2.3%
Plantation	210	\$16,074,590	\$16.1	1.5%
Tamarac	128	\$10,807,402	\$10.8	1.0%
Other Broward County Cities	1,852	\$47,810,135	\$47.8	4.5%
Outside Broward County	8,433	\$580,563,454	\$580.6	54.2%
All P-Card Purchases	55,810	\$24,321,252	\$24.3	2.3%
Total	70,470	\$1,072,231,948	\$1,072.2	100.0%

Figure 5f
Spend Analysis – FY 2019 Purchase Orders/Transactions/Awards by City



Statistical Comparison with Previous Years

Contract Awards

Figures 6a through 6c reflect the comparative data for contract awards since FY 2017. As seen below, for three (3) consecutive fiscal years, Broward County surpassed over a billion dollars in contract award. The contract award figure in FY2017 is approximately 30% higher than in FY2018 and FY2019.

In FY2017, there was a significant capital improvement program at Fort-Lauderdale Hollywood International Airport. Some of the airport capital projects and procurements consisted of terminal improvements, utilities upgrades, pedestrian bridges, utilities upgrades, parking facility and system improvements, and airfield projects. Another major capital project completed in FY2017 was the construction of the new Broward County Courthouse consisting of 741,000 square feet, 21 floors, 45 full size courtrooms, 12 smaller courtrooms, and 18 hearing rooms. These capital projects contributed to the higher amount of contract award dollars that fiscal year in comparison to FY2018 and 2019.

**Figure 6a
Comparison of Contract Award Dollars by Method**

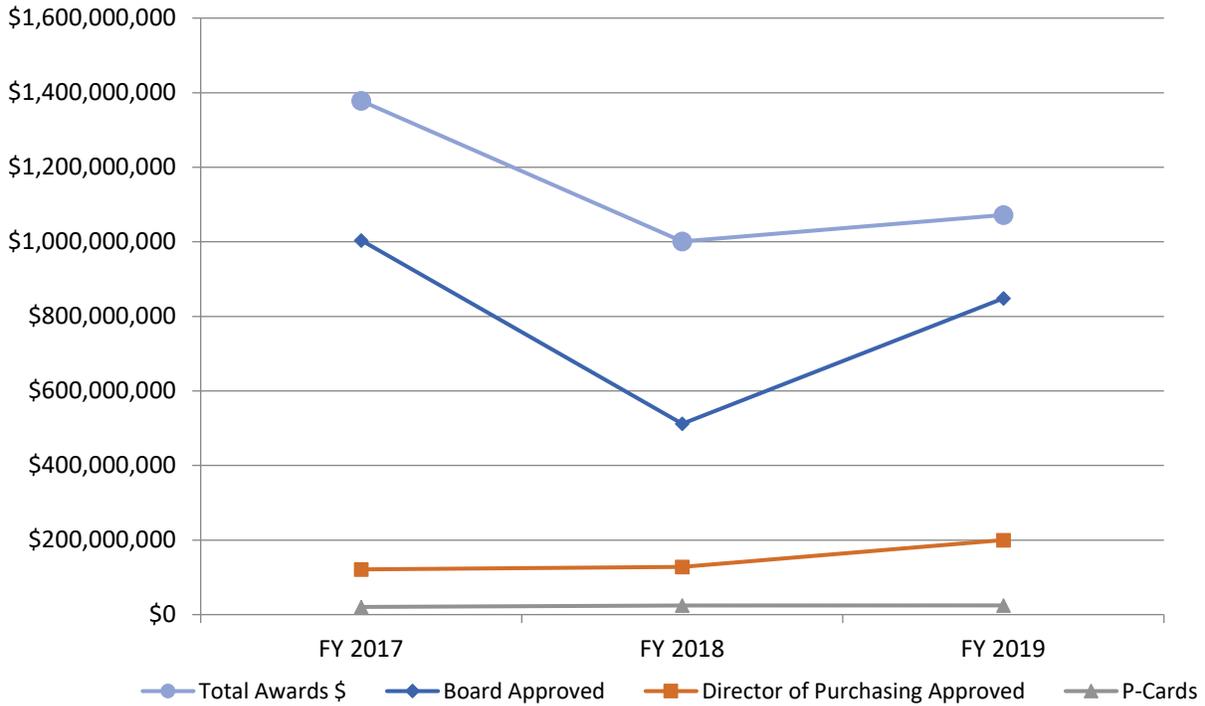
Purchasing Contract Award Dollars	FY 2017	FY 2018	FY 2019
Catalog Orders (CAT) ⁴	\$391,543,601	\$386,797,917	\$471,563,100
Direct Connect (DC/Punch-Out)	\$273,035	\$690,771	\$804,050
Special Request (SR)	\$921,071,656	\$438,521,324	\$527,738,515
CAB/HS	\$38,379,168	\$148,431,271	\$47,805,031
P-Cards	\$26,801,570	\$26,600,076	\$24,321,252
Total Awards \$	\$1,378,069,029	\$1,001,041,360	\$1,072,231,948

**Figure 6b
Comparison by Approval Authority**

Authority Level	FY 2017	FY 2018	FY 2019
Board Approved	\$1,003,965,724	\$511,844,575	\$847,939,918
Director of Purchasing Approved	\$121,264,788	\$127,653,144	\$199,970,778
P-Cards	\$20,562,861	\$24,424,982	\$24,321,252
Total	\$1,145,793,373	\$663,922,700	\$1,072,231,948

⁴ Catalog Orders come from Procurement Contracts, refer to page 14.

**Figure 6c
Comparison of Contract Award Dollars Over Time**



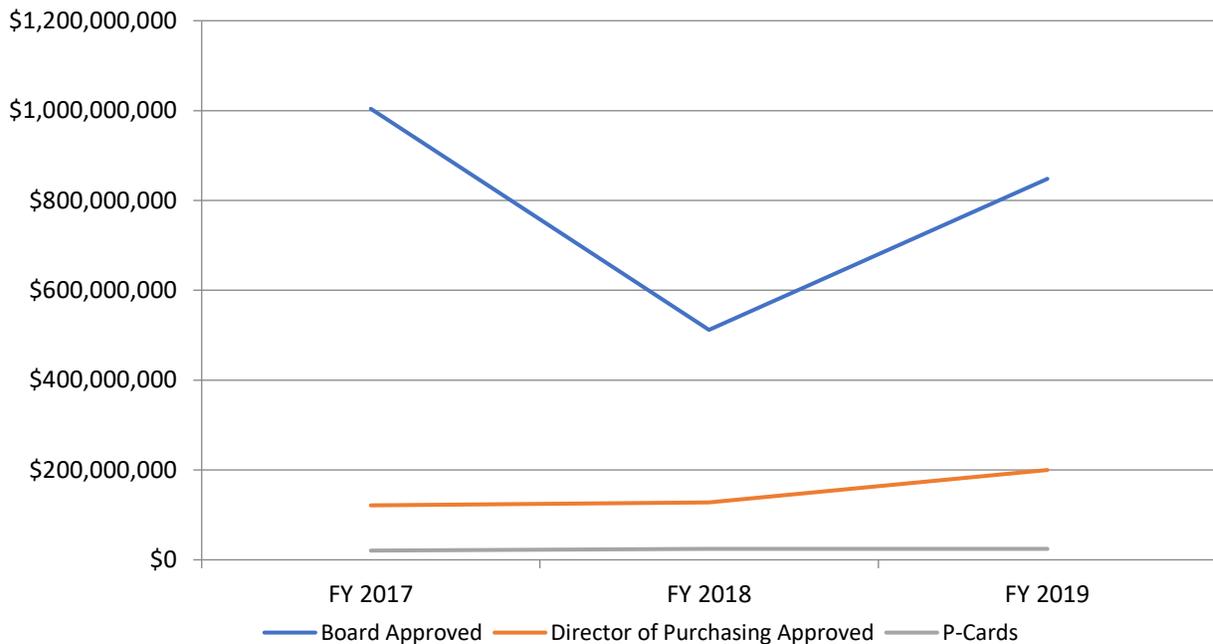
Vendor Awards by Region

Awarding contracts to vendors within Broward County and the State of Florida has remained a focus for the Purchasing Division to support economic vitality within our region. Of the \$1,072,231,94 in total procurement dollars expended in FY 2019, \$709,074,492 or 66% was awarded to vendors within the State of Florida of which \$467,347,241 or 66% went to local Broward County vendors.

**Figure 7a
Comparison of Regional Contract Award Dollars**

Vendor Awards	FY 2017	FY 2018	FY 2019
Awards within Florida	\$1,000,363,967	\$662,262,896	\$709,074,492
Awards within Broward County	\$728,639,440	\$576,397,021	\$467,347,241

**Figure 7b
Comparison of Regional Contract Award Dollars**



Procurement Operations

Procurement Processing Times

The Purchasing Division continues to focus on strategic procurement strategies to improve and optimize efficiency to its operations and processes. Fundamental to efficiency is the timely procurement of goods and services. The procurement method utilized, and related processing time vary dependent upon the scope and complexity of the procurement request, the nature of the goods and services being purchased, the responsiveness of the client agency and the level of available agent resources.

The processing times in Figure 8a are based on a procurement cycle from the entry of requisitions by client agencies to the issuance of a transactional/ordering document, i.e., delivery order, purchase order.

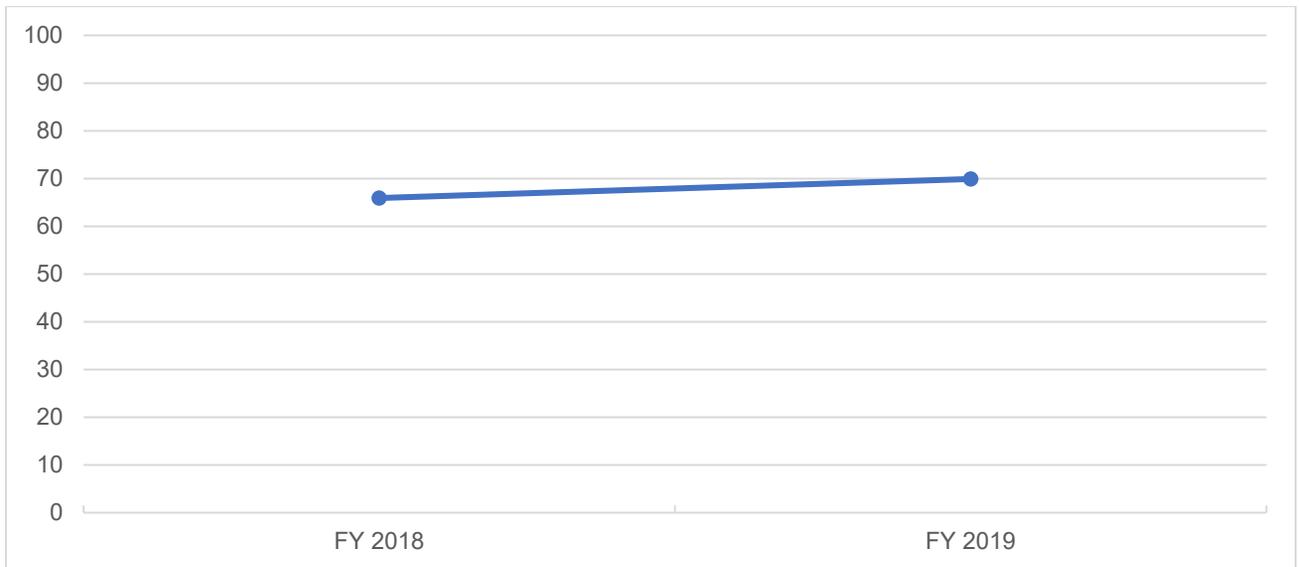
As seen in Figure 8a and 8b, procurement processing time in FY 2019 increased by 6% or 4 days since FY 2018. In comparing the data between FY 2018 and FY 2019, the Purchasing Division overall experienced process improvements. Process improvements can be seen in 6 out of the 10 category types with the highest level of efficiency based on a significant number of awards in the Bids (Commodities & Greatest Services) - Board Authority category.

There is one category, Bids (Construction) - Board Authority that the Average Day to Process was impacted by three procurements, which included two airport projects and a bus shelter/transportation project. With the exception of these procurements the average number of days for this category would have decrease by 20%.

**Figure 8a
Comparison of Processing Times by Category Type**

Category Type	FY 2018		FY 2019	
	# of Awards	Average Days to Process	# of Awards	Average Days to Process
Bids (Commodities & General Services) – Board Authority	51	252.37	30	212.20
Bids (Commodities & General Services) – Director of Purchasing Authority	57	117.86	45	125.31
Bids (Construction) – Board Authority	39	190.31	14	286.36
Bids (Construction) – Director of Purchasing Authority	18	209.28	37	200.35
Other ⁵	541	14.43	452	19.77
Quotations and Qualified Vendor List Usages	312	117.60	317	156.49
RLIs/RFPs – Board Award Authority	27	433.63	21	432.67
RLIs/RFPs – Director of Purchasing Award Authority	38	204.89	46	196.59
Sole/Only Reasonable Source/Emergency/After-the-Fact	363	67.90	276	56.14
Two-Step Procurements	1	535.00	1	61.00
Work Authorization/Work Authorization Amendments/Amendments/Change orders/Rotating List Usage	653	28.30	698	28.31
Total	2,100	65.92	1,937	69.91

**Figure 8b
Overall Average Processing Times**



⁵ Other consists of Piggybacks awarded by the Board of County Commissioners per the Director of Purchasing.

Protests and Objections

Inherent in any open competitive procurement process are two constants: 1) decision making that aligns with prescribed ordinances, policies and processes including decisions rendered in an equitable, ethical, and consistent manner; and 2) respondents to solicitations who may challenge the decisions and the process.

On March 8, 2011, the Board of County Commissioners revised the Procurement Code particularly the section involving protests to provide for an Objection Period in addition to the five business-day Protest Period which had already existed. Objections can involve matters of grievance concerning a ranking decision, similar to a protest of the ranking decision, or they can bring new or additional information which the objector determines to be useful to the process. Objection communications do not require a filing fee for validity, nor is standing an eligibility issue for filing an objection.

In FY 2017 and FY 2018 one Objection was filed each year. In FY 2019, there were four Objections filed.

Beyond the Objection communication, the longstanding Protest procedure incorporates specific requirements for validity and eligibility including a protest filing fee as well as a protest appeal fee should that provision be exercised by an aggrieved party. In 2009, the Board of County Commissioners approved the Purchasing Division's recommendations for changes in the Procurement Code affecting the processing of protests. The Procurement Code was again refined in 2010 to further clarify the process for handling protests. In both cases, the Procurement Code revisions were designed to expedite award of Broward County projects while providing vendors with due process for redress of grievances. On June 12, 2018, the Board of County Commission approved further revisions to the Procurement Code to allow for protests on any issue instead of any alleged deviation(s) from established procedures set forth in the Procurement Code and written guidelines; limit protest appeals to 3 hours for each party, County and protestor, to present their case and disallow depositions during the discovery phase; and utilize the State of Florida Division of Administrative Hearings (DOAH) Administrative Law Judges (ALJs) for protest hearings and not the Office of the County Attorney's Office list of Hearing Officers established through a competitive process.

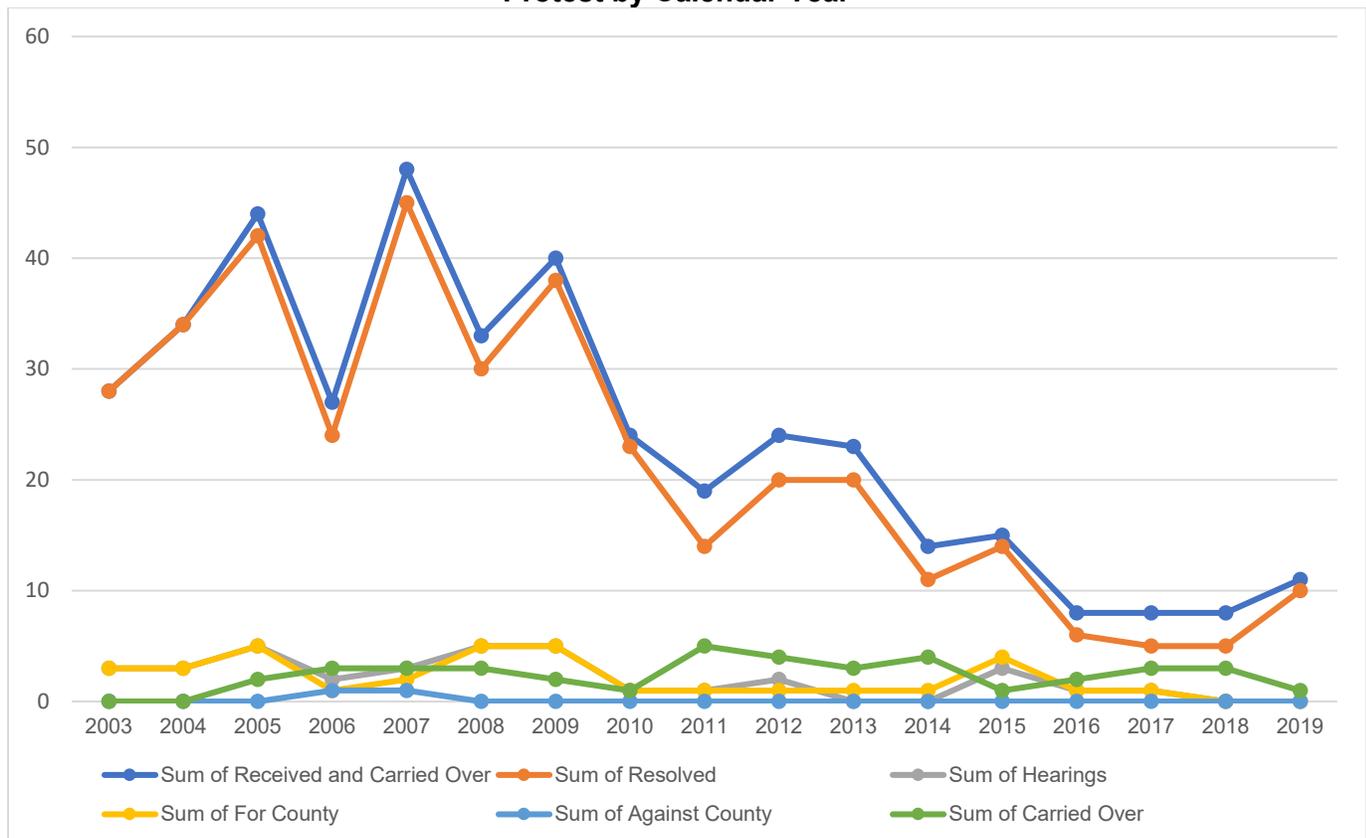
The Purchasing Division has processed 10 new protests during Calendar Year 2019 with 1 previous protest already in process for a total of 11. Ten protests were resolved in 2019 with the County prevailing in all protests. This 100% protest success experience in 2019 validates consistent adherence to established procurement policy and regulations in the procurement processes. Since the Purchasing Division began keeping records in 2003, Broward County has prevailed in all protest rulings except two, which is less than .005% of all protests received.

The number of protests being filed continues to reflect a steady declining trend from earlier years. From calendar year 2017 to 2019, the average amount of protests filed is 9. As a matter of fact, the Purchasing Division received more protests between 2003 through 2009, a total of 254, than the last 10 years, from 2010 to 2019; a total of 154.

Figure 9a
Protests by Calendar Year

Calendar Year	Sum of Received and Carried Over	Sum of Resolved	Sum of Hearings	Sum of For County	Sum of Against County	Sum of Carried Over
2003	28	28	3	3	0	0
2004	34	34	3	3	0	0
2005	44	42	5	5	0	2
2006	27	24	2	1	1	3
2007	48	45	3	2	1	3
2008	33	30	5	5	0	3
2009	40	38	5	5	0	2
2010	24	23	1	1	0	1
2011	19	14	1	1	0	5
2012	24	20	2	1	0	4
2013	23	20	0	1	0	3
2014	14	11	0	1	0	4
2015	15	14	3	4	0	1
2016	8	6	1	1	0	2
2017	8	5	1	1	0	3
2018	8	5	0	0	0	3
2019	11	10	0	0	0	1

Figure 9b
Protest by Calendar Year



Delegated Purchasing Authority Programs

The procurement code allows the Director of Purchasing to delegate various departments the authority to purchase specific items or classes of items, below mandatory bid amount, if the Director of Purchasing deems it more advantageous to the County for such designated items to be purchased by an agency rather than by the Central Purchasing Division. There are two major delegated purchasing programs; the Certified Agency Buyer (CAB) program and the Purchasing Card (P-Card) Program.

In FY 2018, the Certified Agency Buyer (CAB) program was reinstated. The County has over 100 certified CABs. The program provides on-going support to the overall procurement needs of the County. CABs can independently make small dollar purchases under \$7,500 for their respective agencies.

The Broward County Purchasing Card (P-Card) Program is administered by the Purchasing Division. The P-Card is a credit card designed to enable County Agencies' permanent full-time employees to make purchases in an efficient, timely, and cost-effective manner. All P-Card Cardholders can make purchases up to \$3,500 per single transaction (including all associated costs) without delays or burdensome paperwork that can accompany larger transactions. In FY 2019, there were approximately 850 P-Card Cardholders in Broward County. Purchases processed with P-Cards totaled \$24,321,252.10 of which Broward County received rebates totaling \$397,695.95.

Organizational Development Program

The purchase of goods and services is a collaborative process between the initiating client agency and the Purchasing Division. To support this collaboration, the Division provides specialized training and outreach to ensure consistency in procurement activities. The Purchasing Division's training program is committed to tailoring learning to client agency needs and is focused on building competent, consistent, and responsive purchasing staff. In FY 2019, the Purchasing Division conducted 15 classes and trained 799 Broward County employees.

Centralized, instructor-led procurement training is delivered by purchasing experts. The Purchasing Division's training program:

- increases knowledge of procurement processes,
- enhances productivity and quality of work,
- improves individual and organizational performance, getting the goods and services into the hands of employees as efficiently as possible, and
- communicates purchasing policy requirements to Broward County agencies

The Purchasing Division, in partnership with Enterprise Technology Services is the only Broward County agency currently providing instructor-led Certified Agency Buyer (CAB) training for CABs performing delegated purchasing within client agencies. In FY 2019, 54 employees received CAB certification training.

In FY 2019, 296 employees received classroom P-Card Approver training; 256 employees completed the online tutorial, which is a 54% increase from FY 2018.

The Purchasing Division continues to invest in the professional development of its personnel. Currently approximately 30% of professional procurement staff are Certified Professional Public Buyers (CPPB) or Officers (CPPO), or both through the Universal Public Procurement Certification Council and we will continue to develop staff to seek these certifications. In FY 2019, the Purchasing Division staff attended training classes sponsored by the National Institute of Governmental Purchasing (NIGP), the Florida Association of Public Procurement Officials, (FAPPO), and the Southeast Chapter of NIGP. These three non-profit organizations, which operate at a national, state, and local level promotes achievement of excellence in public procurement development through education, certification, and networking sessions.

Central Warehouse Operations

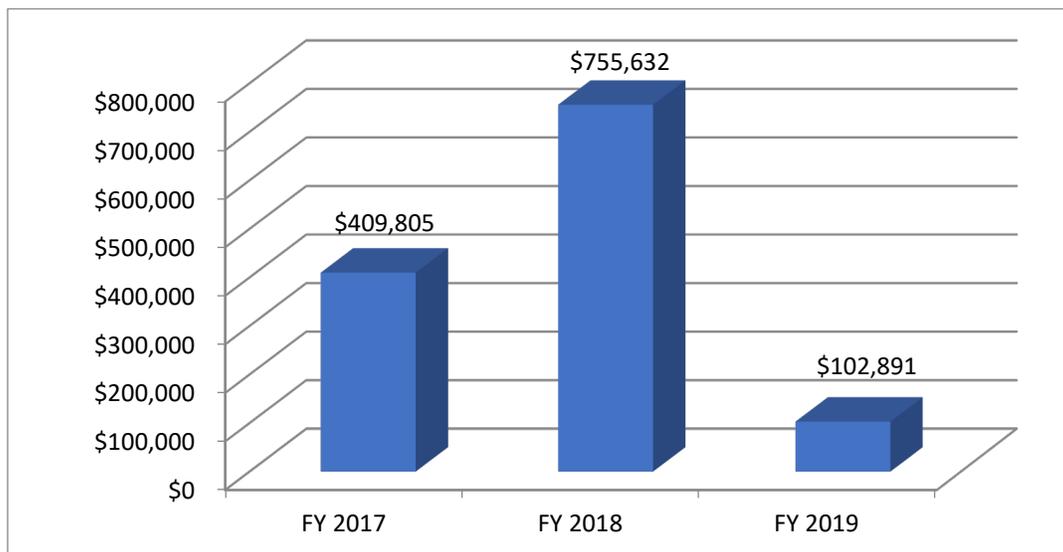
Surplus Property Disposal

The Purchasing Division serves as the centralized processing center for sale and disposal of all Broward County surplus property. All non-consumable County property, whether asseted or not, may be declared surplus by submitting a Surplus Notification Form (SNF) to the Purchasing Division. No surplus personal property may be disposed of in any manner by County agencies without the concurrence of the Director of the Purchasing Division.

The Purchasing Division also handles the donation of surplus property to eligible non-profit organizations in accordance with the County's donation policy. Computers donated to local non-profit organizations are being utilized to provide education and career opportunities to Broward County residents.

The Central Warehouse Operations coordinated and processed \$102,891 in surplus property sales in FY 2019, which is a decrease from FY 2018. This decrease in surplus sales is attributable to the expiration of the public auction contract in February 2019, which resulted in Fleet having no auctions in FY 2019.

Figure 10
Surplus Sales Dollars by Fiscal Year



Emergency Preparedness Operations

Much of Broward County's emergency logistics operations are coordinated through the Purchasing Division. During hurricane activation, the Logistics Section is responsible for the preparedness and operation of Broward County's Emergency Distribution Center (EDC) and the County Staging Area (CSA), which includes the receipt and distribution of Federal Emergency Management Agency (FEMA) supplies that are used to stock multiple Points of Distribution located throughout the County for distribution to the public.

Living Wage Program

The Living Wage Ordinance was enacted by the Board of County Commissioners on October 8, 2002 and fully implemented on October 1, 2003 to promote the creation of full-time, permanent jobs that allow Broward County citizens working in the service industry to support themselves and their families with dignity while also benefitting the local economy. The Ordinance seeks to address the high costs of employee turnover that negatively impacts Broward County taxpayers and the services provided to its residents.

On December 11, 2018, the Board of County Commissioners amended the ordinance to apply a new rate effective January 1, 2019 for all new contracts, extensions, renewals, or amendments of at least \$13.27 per hour with qualifying health care benefits amounting to at least \$1.63 per hour, or at least \$14.90 per hour without health care benefits. The ordinance was also amended to revise the index period. Then on February 26, 2019, the Board of County Commissioners amended the ordinance for the health care benefit amount as follows: (1) remain at \$1.63 per hour for 2019 and will be indexed for 2020 as currently provided in the Ordinance; and (2) effective January 1, 2021, the health care benefit amount will increase to \$3.44 per hour.

In FY 2019, the Purchasing Division Living Wage Program activity and reports focused on the following topics and matters of interest including: new contract awards, fiscal impacts, administrative efficiencies, and customer service and agency training.

New Contract Awards

As of September 30, 2019, a total of 103 Living Wage applicable contracts were open and active with a total potential estimated contract value of \$596,823,887.44. These Procurement Contracts were for the following services covered under the Living Wage Ordinance including, but not limited to: air conditioning chiller maintenance, airport grounds maintenance, canal and associated facilities maintenance, elevator and escalator maintenance, fabrication and refurbishment of lift state control panels, fire hydrant maintenance and repair services, fuel system inspection services, landscape maintenance, pest control and tree trimming and related services.

Fiscal Impact

Of the nineteen (19) new Living Wage Procurement Contracts awarded in FY 2019, six (6) contracts fiscal impact were determined attributable to Living Wage requirements based upon the bid/proposal submittal data provided by the awarded service contractors.

Exemptions from Reporting

The Living Wage Ordinance allows service contractors to obtain an exemption from the requirement to submit payroll reporting to the using agency's Contract Administrator every six months during the term of the contract, if it demonstrates to the satisfaction of the Director of Purchasing that they have consistently paid their employees the Living Wage rate for at least one year prior to entering into the service contract or wages subject to a collective bargaining agreement (e.g. union contract). In FY 2019, all eight (8) vendors who applied for the exemption were approved.

Major Projects/Procurements Awarded in FY 2019

Professional Services & Construction

Managing General Contractor for Cruise Terminals 2 and 4 Parking Garage Improvements

– This project provides for a new multi-story parking garage structure west of Cruise Terminal 4 and an elevated horizontal pedestrian connector from the new garage to Cruise Terminal 2 for the Port Everglades Department. The project scope includes foundations, concrete structures, concrete entrance and exit ramps, elevators, moving sidewalks, electrical, plumbing, fire protection, mechanical ventilation, roadway



improvements, utility work, parking collection systems, closed-circuit television, fencing, security standards compliance, rooftop solar panels, landscaping and other elements. The new garage is designed to provide 1,818 public parking spaces, with the potential to add two additional floors in the structure if demand requires more parking capacity. The location of the project in Northport will replace an existing 173 space surface parking lot adjacent to Terminal 4. The surrounding area is occupied by active cruise passenger terminals: break bulk unloading, storage, and transportation; petroleum unloading berths; the Convention Center; and other port related operations, both maritime and on land. The Board awarded this project on October 9, 2018 in the amount of \$117,979,172.



Midport Cathodic Protection Improvements

– This project provides cathodic protection improvements to Port Everglades Midport Berths 16-18, 28A and 29 with a sacrificial anode system below the seawall water line at these berth locations. A cathodic protection system uses anodes to control the corrosion of a metal surface. The purpose of the system is to protect the surfaces of the metal adequately and efficiently against corrosion where the surfaces are in contact with sea water. This method of protection

connects the metal to be protected (the Port's steel sheet pile bulkheads) to a more easily corroded "sacrificial metal" (the anode). Services include, but are not limited to, furnishing and installing new anodes, removing and disposing of old anode assemblies, repairing holes in sheet piles and king piles, and removing and disposing of existing impressed cathodic protection system rectifier, underwater wiring and associated equipment. The Board awarded this project on February 4, 2019 in the amount of \$1,516,400.

Water Treatment Plant (WTP) 2A – This Water Treatment Plant (WTP) 2A is being expanded with additional drinking water capabilities. In this image the steel rebar is being placed and shored in preparation of receiving concrete. A new 5 million-gallon (MG) ground storage water reservoir is being constructed to double the Plant's current storage capacity. The Board awarded this project on September 25, 2018 (NTP October/November) in the amount of \$1,858,010.



Westside Water Main Expansion Loop – This project provides for the Westside Water Main Expansion Loop which consist of the construction, furnishing, and installation of the approximately 6,850 linear feet of 12-inch and 16-inch potable water transmission system, including interconnects required for maintaining water use accessibility for the Broward County's Fort Lauderdale-Hollywood International Airport and related facilities within the airport's service. The proposed work is consistent with the operational and functional requirements of the airports approved Water and Wastewater Master Plan. The Board awarded this project on February 12, 2019 in the amount of \$2,221,124.

North Regional Wastewater Treatment Plant (NRWWTP) – This project is North Regional Wastewater Treatment Plant (NRWWTP) is currently being expanded to produce additional reclaim water. The image illustrates a nighttime concrete pour in which the foundation of the new reclaim filters is being prepared in advance of receiving concrete. The image shows the armature of the concrete pumper as it places the concrete into the prepared forms. The Board awarded this project on June 11, 2019 in the amount of \$3,765,092.91.



Green Belt Park Irrigation Main Extension – This project provides for the Green Belt Park Irrigation Main Extension project consists of the construction, furnishing and installation of the approximately 6,000 linear feet of 8-inch and 4-inch irrigation transmission system. The Irrigation Main installation will include crossing under the FEC and FDOT right-of-way with two directional drill operations and two jack and bore operations. In addition to the irrigation main being installed, there will be upgrades made to the existing irrigation pump located at the northeast pond and the installation of a new booster pump at the south green belt buffer prior to connection to the existing system at Broward County's Fort Lauderdale-Hollywood International Airport. The Board awarded this project on May 7, 2019 in the amount of \$1,346,294.

Rehabilitation of the North Airfield Pavements and the Engineered Materials Arrestor System – This project provides for the rehabilitation of the north airfield Pavements and EMAS



Beds at FLL. The project comprises the reconstruction of the North Runway (Runway 10L-28R) with the replacement of the keel section with concrete, the rehabilitation of all the Runway connectors, the replacement of the EMAS Beds, the reconstruction of Taxiway B west, the rehabilitation of Taxiway A West, the relocation of two Taxiways (Taxiways D & T2), miscellaneous drainage improvements, electrical and signage systems upgrades and miscellaneous FAA Navaids and other facility repairs. The work on the Runway requires its closure for a period not exceeding 120 days. The Board awarded this project on February 26, 2019 in the amount of \$68,444,460.

Demolition Services for Portside Center and Port Everglades Terminal 1 – This project is for the demolition of the Portside Center and Port Everglades Terminal One which is necessary for the development of the Convention Center Expansion and Headquarters Hotel Project. The demolition of the Portside Center provides space for the new headquarters hotel and the demolition of Terminal One provides space for the Eastern expansion of the convention center. The Board awarded this project on February 15, 2019, in the amount of \$1,500,000.

Consultant Services for Broward County's Medical Examiner's Office and Broward Sheriff's Office Crime Laboratory Combined Facility – This project engages Leo A. Daly Company to provide comprehensive architectural and engineering services for the Broward County's Medical Examiner's Office and Broward Sheriff's Office Crime Laboratory combined facility. This is a deliberately phased agreement that is divided into pre-design and design services. The design services will be negotiated toward the completion of the pre-design, programming, and public outreach effort. As part of the programming services, Leo A. Daly Company will complete a needs assessment and site analysis. The Board awarded this project on January 29, 2019, in the amount of \$600,000.

Annual Civil Repairs and Maintenance – This project will provide all labor, materials and equipment to complete airfield and landside civil site work and repairs for the Broward County's Fort Lauderdale-Hollywood International Airport. The Board awarded this project on May 21, 2019 in the amount of \$17,749,365.



Central Broward Regional Park Soccer Concession Programming Partner, for the Parks and Recreation Division

– This project provides for a soccer programming partnership via a License and Concession Agreement at Central Broward Park and Broward County Stadium (CBP). The partnership allows US Champions Soccer Academy LLC (US Champions) exclusive operating rights to provide soccer-related activities including a youth soccer academy, youth soccer

tournaments and leagues, soccer camps/clinics, adult soccer teams, adult soccer leagues/tournaments, and scouting events. However, the County retains rights to schedule and book certain events and training. Included in the County's right, as a priority over the rights granted to US Champions in the agreement, Section 3.1, is the ability to schedule and book soccer games in the CBP and practice sessions on fields 3 and 4 that involve the United Soccer League (USL) team affiliated with the InterMiami Major League Soccer team, for a period of two years, covering the 2019 and 2020 USL seasons. The Board awarded this project on June 11, 2019. This is a revenue generating contract with anticipated revenue to the County in the amount of \$1,085,000 for the initial five-year term.

Utility Analysis Zone 110 111 - This project provides for construction of infrastructure site work within the right-of-way of exiting residential communities. The work includes site preparation, earthwork, sanitary sewer system installation, water system installation, roadway and walkway restoration and construction, landscape restoration, restoring existing irrigation systems, pavement marking restoration and site furnishings. The Board awarded this project on March 21, 2019 in the amount of \$25,859,999.10



Building

Overhead Doors - Hydraulic Gate Operators Repair and/or Replacement Services – This project provides all labor, materials, equipment, and incidentals necessary to perform overhead doors and hydraulic gate operator repairs and/or replacement for Broward County's Port Everglades Department and other County agencies. The Board awarded this project on August 8, 2019, for the potential award amount of \$3,900,000.

Chilled Water Systems Services – This project provides all labor, materials, equipment, and incidentals necessary to perform systematic, periodic service, maintenance, and repairs to chilled water equipment for the Broward County Facilities Management Division. The Board awarded this project on August 23, 2019, the potential award amount of \$6,100,000.

Elevator and Escalator Maintenance and Repair Services at Port Everglades – This project provides maintenance and repair services for elevators and escalators located at Port Everglades. The Board awarded this project on February 1, 2019, for the potential award amount of \$4,700,000.

Canal and Associated Facilities Maintenance – This project provides general upland maintenance and related work for Water Control Districts 2, 3 and 4, and other canals. The work consists of mowing of canal Right-of-Ways (ROW)/easements, removal/disposal of trash, debris, trees, etc. and other work adjacent to, or on, surface water management facilities. The Board awarded this project on April 11, 2019 for the potential award amount of \$3,000,000.

Install Pigeon Netting at Broward County Judicial Center West – This project provides labor, materials, equipment, services, and incidentals for the installation of pigeon netting at the Cooling Tower and Spaces at Bridge 4 and Prisoner Bridge at the Broward County Judicial Center West. Carla Byrd signed this on December 13, 2019 in the award amount of \$67,412.81.

Rust Prevention Service – This project provides labor, materials, equipment, services, and incidentals to install, repair, and/or maintain an irrigation rust prevention system for dispensing rust inhibitive chemicals at various Broward County locations. Carla Byrd Signed this on September 30, 2019 in the amount of \$40,775.00.

Industrial and Commercial Supplies and Equipment with W.W. Grainger, Inc – This contract offers many benefits to the County, including the ease of acquiring repetitively used industrial and commercial supplies and equipment and volume discount options, which allow Broward County to save money. This contract will also prevent Broward County from carrying large product inventory and it supports emergency purchases by offering prompt shipment of a variety of products, aggregation and purchasing of a variety of products from the same contractor with a single order. The Board awarded this project on March 5, 2019, for the potential award amount of \$1,200,000.

10 Ton Air Conditioning Units – This project provides for the removal of existing equipment and furnish, deliver, and install NEW air conditioning units, controllers, thermostats, electrical disconnects and circuit breakers at Anne Kolb Nature Center for the Parks and Recreation Division. Purchase Order No. PRA1901056 was issued on September 23, 2019 in the amount of \$28,525.76.

Transportation

Purchase of 15 forty-foot, Low Floor, Heavy Duty all Electric Buses

Broward County Transit (BCT) procured fifteen (15) forty-foot, low floor, heavy-duty all-electric transit buses including diagnostic equipment, spare parts, and training via the State of Georgia Contract. The State of Georgia Solicitation, Supplemental Mass Transit and Transportation Related Vehicles and Related Equipment and



Accessories was competitively solicited as a Request for Proposal (RFP) by State of Georgia. Purchasing buses via The State of Georgia solicitation was the most time efficient and cost-effective method to meet the Division's need of incorporating electric buses into the existing fleet. Other benefits included reduced fuel consumption, reduced or zero emission, reduced or low noise pollution and air quality and odor reductions due to the zero tailpipe emissions. Additionally, the purchase ensures that the public will continue to have uninterrupted, safe, and convenient ridership by replacing vehicles in Transit's fleet that have surpassed their useful life. The Board awarded this project on October 10, 2018, in the amount of \$13,096,121.

Purchase of 27 35-foot and 120 40-foot, Low Floor Transit Buses, and original equipment manufacturer

Broward County Transit procured 27 35-foot and 120 40-foot, low floor, heavy-duty Transit Buses to include diagnostic equipment, spare parts, and training for the Transit Division, via the Commonwealth of Virginia Contract. This contract was competitively solicited through the Commonwealth of Virginia and met the Federal Transportation Administration (FTA) requirements for compliance. Additionally, it met the Broward County fixed-route transit fleet requirements and complied with the FTA piggy-back requirements. The Commonwealth of Virginia authorized Broward County to utilize its contract for its needs by execution of Assignment Agreements, which allowed the vendor to provide the necessary vehicles to the County system. The Board awarded this project on January 10, 2018, in the amount of \$86,761,872.



Bus Stop Sign Replacement

Broward County Transit Division procured services for the replacement of bus stop signs, which helps to improve the bus stop signage and information provided to transit riders throughout Broward County. This Contract is part of the County's Transit Bus Stop Sign Replacement Program; the objective is to install new bus stop signs, reinstall existing signs and poles and associated hardware located at multiple bus stop locations throughout Broward County. The work to be performed will consist of all applicable site/civil modifications, installation/embedment of bus stop signposts in concrete sidewalk, installation of bus stop signposts in grass/soil and

installation of bus stop signposts on shelters, etc. The Board awarded this project on March 5, 2019, in the amount of \$1,221,187.50.

Paratransit Rider's Choice

The continuation of the Paratransit Riders Choice Pilot Program which adds an additional transportation choice for ADA eligible customers to complement their existing Paratransit services by providing a subsidy to utilize a taxi company or licensed transportation network provider of their choosing to arrange their trip. The Board awarded this project on March 29, 2019, in the amount of \$156,613.79.



TTE Pilot Program

The Transit Transitional Employment Pilot Program which provides supplemental transit bus cleaning services for the Broward County Transit bus fleet and employment opportunities for Broward County adults that are age 18 and above residing in targeted areas of low income, high unemployment, persons participating in a state or local re-entry program or persons that are disabled. The Board awarded this project on May 14, 2019, in the amount of \$404,143.78.

SS Cummins Engine Rebuild/Exchange Services

The Broward County Transit Division purchased the repair, rebuild exchange and maintenance services on existing Cummins engines. These services are required to maintain factory warranty coverage of the engines. Services are to be performed per Cummins Operational Standards and in some instances Cummins designated parts and materials to maintain factory warranty coverage. Services are to be in compliance with the Cummins Rebuild Program which includes an extended Five (5) year warranty. These services are to be made available to BCT and other Broward County Agencies that may need these services and products. The Vendor is to furnish all labor, tools, equipment, materials, supplies, supervision, and travel required for all work in accordance with the specifications for repair and replacement services. The Board awarded this project on August 22, 2019, in the amount of \$59,430.





MCI OTR Coaches

Under the State of Georgia Department of Administrative Services Contract, for Public Mass Transit and Transportation Vehicles and Related Equipment and Accessories, the Broward County Transit Division, purchased five over-the-road, heavy duty commuter coaches. The State of Georgia Solicitation was competitively solicited as a Request for Proposal (RFP) by DOAS and pre-negotiated the pricing, which represents an additional cost-savings benefit for the County. Additionally, the County is benefiting by realizing economies of scale, reducing administrative costs of

project solicitation, having a direct relationship with the manufacturer for added quality control, and the ability to select vehicles and options that meet the County's requirements. The Board awarded this project on August 27, 2019, in the amount of \$3,028,000. *See link for additional information related to this purchase:* <https://cleanenergy.org/blog/all-aboard-broward-county-sets-goal-to-transition-to-all-electric-buses/>.

Rental of Trucks and Heavy Equipment

The Fleet Services Division procured a multi-year open-end Procurement Contract with multiple sources for a cost-effective way to furnish of all materials, equipment, services and incidentals for the rental of trucks and heavy equipment on an as needed basis for the Fleet Services Division and various other Broward County agencies that may have need of these services. The Board awarded this project on November 28, 2018 and August 6, 2019, in the amount of \$2,906,595.

Cab & Chassis Trucks and Heavy Equipment



The Fleet Services Division estimated that 50 medium and heavy-duty vehicles in fiscal year 2019 will reach or exceed their lifecycle and were deemed no longer financially cost effective to repair or maintain. To replace these vehicles with the most advantageous pricing, the Fleet Services Division procured new medium/ heavy trucks and equipment required by utilizing the Florida Sheriffs Association Contract 18-VEH16.0. This contract

provides vehicles, trucks and heavy equipment from motor vehicle manufacturers and dealers/certified representatives allowing for the County to benefit from economical pricing and reduction in delivery time. The Board awarded this project on February 26, 2019, in the amount of \$5,300,000.

Car Wash Hand Detailing Services

The Fleet Services Division procured a vendor to furnish all labor, materials, equipment, services, and incidentals for car wash hand detailing services for Broward County vehicles and Employee vehicles. The Board awarded this project on May 22, 2019, in the amount of \$143,112.30.

Refrigerated Trailers

The Fleet Services Division purchased five refrigerated enclosed trailers to store and distribute ice in direct support of the Emergency Management Division in the event of a disaster or declared emergency. The Board awarded this project on August 19, 2019, in the amount of \$168,075.

Fuel System Inspection and Repair Services

The Fleet Services Division procured a multi-year open-end Procurement Contract for labor, supervision, testing, materials, equipment, tools, services, certifications, and incidentals to provide fuel system inspection and repair services for fuel sites owned and operated by Broward County. The vendor is an authorized repair/service/installation provider of the following systems which are currently in use at the County fuel sites: 1) Veeder-Root – tank monitoring systems and 2) Fuel Master – automated fuel management systems. The Board awarded this project on September 27, 2019 in the amount of \$739,600.

Industrial and Operations

Emergency Installation and Repair Services for Water and Sewer Systems

This project will provide for repair and installation services for water and sewer systems throughout Broward County on an emergency basis. The Board awarded this project on October 23, 2018 in the amount of \$2,021,929 for initial one-year term.

Household Hazardous Waste Collection and Disposal

This project will provide for the collection and disposal of hazardous waste for the County's residential Household Hazardous Waste Program. The Board awarded this project on October 23, 2018 in the amount of \$437,679 for initial one-year term.

Wire Rope for Cranes

This project will provide for the supply of wire rope for all container/cargo handling cranes in operation at Port Everglades. The wire rope is operational equipment used on the cranes and requires replacement every two to five years. The Board awarded this project on April 1, 2019 in the amount of \$211,936 for initial one-year term.

Workers' Compensation Medical Cost Containment and Case Management Services

This project will provide professional medical cost containment and case management services designed to control and reduce overall medical costs of the County's self-insured Workers' Compensation program while assuring that injured employees receive prompt, high quality, and efficient medical care. The goal is to provide all statutory Workers' Compensation benefits provided by State Law while mitigating costs to the greatest possible extent. The Board awarded this project on April 16, 2019 in the amount of \$624,000 for initial three-year term.

Stop the Bleed Kits

This project will provide for the supply of Stop the Bleed Kits (Parts, Supplies and Training) for the Risk Management Division and various other Broward County agencies that may have need of these services and products. The Board awarded this project on May 14, 2019 in the amount of \$257,290 for initial three-year term.

Well Rehabilitation

This project will provide for well rehabilitation services, which includes well evaluation, testing, rehabilitation, post-rehabilitation testing, well pads and pump rehabilitation, and maintenance procedures for Water and Wastewater Services. Wells are currently located in Commission Districts 2, 4, 5 and 9. The Board awarded this project on June 28, 2019 in the amount of \$659,490 for initial one-year term.

Supply of Polymer

This project will provide for the supply of polymer that is used in the treatment and disposal of sludge at the North Regional wastewater treatment plant. Sludge disposal requires the dewatering of anaerobic digested sludge. Polymer is the coagulant that is used to separate the solids from the liquids, making it a critical element to the County's wastewater treatment process. The Board awarded this project on August 20, 2019 in the amount of \$2,373,052 for initial two-year term.

Clay Targets

This project will provide for the supply of Clay Targets for the Parks and Recreation Division for use by patrons at the Markham Park sporting clays target range. The Board awarded this project on September 5, 2019 in the amount of \$217,431 for initial one-year term.

General Services

FLL Terminal Tunes Entertainment Program

This project provides the Aviation Department Operations Division at the Fort Lauderdale-Hollywood International Airport with their Terminal Tunes Entertainment Program. The program has been providing passengers with an enjoyable environment while visiting the airport. Performers are recruited through a variety of venues; referrals; local performances, universities, and the Broward County Culture Division. This contract was awarded on May 30, 2019 in the amount of \$120,000.

Laser Grading System

Broward County Parks and Recreation Division requested the purchase of a Laser Grading System for use by their Division. The purchase included the tractor box, electric actuator, and laser control system. This was awarded to Florida Level & Transit Co, DBA FLT Geosystems on March 8, 2019 in the amount of \$12,640.

Dental Insurance (DPPO and DHMO)

Broward County currently offers dental insurance to its employees in two ways; a group Dental Preferred Provider Organization (DPPO) Insurance plan and a Group Dental Health Maintenance Organization (DHMO) Insurance plan. These plans are offered on a voluntary basis and fully paid by the employee. The Board awarded both contracts and the DHMO contract was executed on September 12th, 2019 with an estimated value of \$1,665,008 and the DPPO contract on October 25, 2019 in the amount of \$8,523,245.

Group Life and Related Insurance

Broward County offers its employees provide group life insurance, accidental death and dismemberment insurance, and hazardous occupation and felonious assault insurance to benefit-eligible employees and covered dependents. The initial term of this agreement is two years with an initial value of \$5,451,486. The agreement has the potential to be renewed for a total of five years for a total value of \$13,628,715, of which \$11,209,130 would be paid by the employees. The contract was passed by the Board on October 22, 2019 and fully executed on October 24, 2019.

Census 2020 Marketing Campaign

The Planning and Development Division sought to solicit for the development and implementation of a marketing campaign and the services to plan, design, implement, monitor, and manage the Census 2020 Marketing Campaign. This campaign will be to influence the historically hard-to-enumerate ("HTE") populations so that Broward County can obtain a complete Census. The contract was awarded on September 27, 2019 for a total cost of \$199,000.

Financial Advisory Services

Broward County Finance and Administrative Services Department was seeking multiple qualified firms to provide Financial Advisory Services for areas such as Airport, Port, Water and Sewer, General Obligation, Certificates of Participation, Special Obligation, and all other debt. A library of qualified firms for Financial Advisory Services was created with four firms, and each firm selected will serve on a qualification basis, as determined to be in the best interest of the County. The contracts were awarded on April 2, 2019 with an estimated contract value of \$1,500,000.

Agent Broker OCIP Services for Convention Center Expansion and Hotel Project

Risk Management required a contract for an Agent/Broker to provide services for the Convention Center Expansion and Hotel project. The services will include marketing and managing the coverages normally associated with an OCIP, which include: general liability, workers' compensation, employers' liability, excess liability, professional liability, environmental pollution liability and builder's risk coverage, in addition to other coverages and services as may be requested by the County. The contract was awarded on October 23, 2019 in the amount of \$2,387,097.

Information Technology

Panasonic Toughbook equipment and installation

The Office of Regional Communications and Technology was tasked with rolling out to Broward County municipalities first responders Panasonic Toughbook's and their mobile installations in various vehicles and apparatus. Purchasing worked with ORCAT to enter a piggy-back contract with the State of Florida ensuring competitive pricing and installation flexibility. The contract was awarded on July 19, 2019 with a value of \$3,000,000.

CradlePoint Cellular Routers and Extended Enterprise Licenses - Transit and Traffic Divisions exclusively use CradlePoint for their cellular routers that communicate with traffic signals, communications between busses and traffic signals, and internet service on busses. Purchasing worked with these agencies to extend the CradlePoint Cellular Routers and Extended Enterprise Licenses contract for the upgrade of routers, equipment and software that were at end-of-life, ensuring that the system remained at its highest availability. This contract was awarded on February 17, 2019 in the amount of \$239,592.50.

InfoWater and InfoSWMM Modeling Software – The Water and Wastewater Engineering Division was seeking a geographic information system (GIS) integrated modeling software for use by its Engineering Division for its day-to-day operations. On October 2, 2019 Purchasing awarded a contract for InfoSWMM Modeling Software & Support with a contract value of \$35,996.

Web Site Quality Assurance, Accessibility, Policy & SEO – Purchasing assisted the Office of Public Communications with their request to acquire a software solution that would assist in identifying quality issues, such as availability and performance of the County's website, and also ensure consistency in content and checks for accessibility issues. Siteimprove, Inc. was purchased on February 19th, 2019 through a GSA contract for a total five-year cost of \$57,128.45.

ORCAT Citrix Migration – The Public Safety Intranet (PSI) is the infrastructure backbone that supports regional communications and technology solutions for Broward County public safety users in the form of voice, video, and data. The PSI is the network that interfaces all mission critical radio, 911, and public safety application systems throughout Broward County. The Broward County Office of Regional Communications Technology (ORCAT) required the continuation of annual platinum maintenance and support of our Citrix software licenses as well as be able to purchase additional licenses from Citrix or an authorized reseller. A contract was awarded on July 2, 2019 for a total of \$29,800.

ServiceNow IT Service Management Tool - The Water and Wastewater Engineering Division was seeking a software solution for incident tracking. This solution will allow WWS Engineering Division to accurately track incidents, keep data related to those incidents and track resolutions. A three-year contract was awarded to ServiceNow via a GSA contract on September 26, 2019 for a total value of \$200,666.

Adobe Software Enterprise Term Licensing Agreement & Subscription – Enterprise Technology Services desired to migrate to Adobe enterprise licensing via a GSA contract.

Purchasing solicited to all Gold Level Authorized Resellers and secured a price of \$394,350 per 1000 licenses for a three-year contract. It should be noted that this price is \$257,500 less than what the county currently paid for the same licenses.

E911 Network Clock Replacement – The Broward County Office of Regional Communications Technology (ORCAT) required equipment and services to replace the existing Network Clock equipment in each of the Regional and Non-Regional Public Safety Answering Point (PSAP) sites (Regional PSAP 3 sites and Non-Regional PSAP 3 sites). These services included the equipment, furnishing, cabling, installation, setup, testing, support, and maintenance. The currently deployed equipment is nearing end of life and needed to be replaced. The contract was awarded on October 10, 2019 for the total cost of \$99,928.

Citrix NetScaler - Water and Wastewater Information Technology needed an additional Citrix NetScaler MPX 15020-50G in order to establish a redundant path in case the primary Citrix NetScaler becomes unavailable. WWS already has an existing Citrix NetScaler in the utility network environment, which is actively being used for GIS Portal, Horizon VDI (virtual Desktop Interface), SSL (Secure Socket Layer) security certificates and load sharing. The addition of this redundant path is imperative and will avoid a service disruption. The contract was awarded on August 30, 2019 with a value of \$175,656.38.

Investigative Management System – The County Auditor’s Office desired to have a turnkey, locally-installed but remotely accessible, Investigative Management System. Purchasing solicited an RFP and awarded the resulting contract that included all necessary implementation, configuration, hardware, software, and support and maintenance services. The Board awarded on May 22, 2018 and a final agreement was executed on October 24, 2018. The total not to exceed amount of the resulting contract is \$215,000.

Motorola P25 Radio Tower Site Security - Broward County Office of Regional Communications Technology (ORCAT) desired to add site security at each of the 16 Public Safety Radio Sites. The Executed work authorization, approved by the Board on June 4, 2019, provided for all software, equipment, and services necessary for a turnkey, fully installed security system. The total not to exceed award amount of \$1,226,524.

Cyberlocks – Aviation and Port Everglades desired an affordable alternative to expensive card access systems and a more flexible platform for their many gates and entrance security locks. The Cyberlock system has seamlessly converted existing mechanical locks into a full-featured access control system consisting of cylinders, smart keys, Communication devices, Audit management software, Electromechanical Cylinders and High security electronic lock cylinders. These upgrades provide beyond-the-door capabilities, and along with system benefits such as audit trails, key-control, and access schedules, wire-free installation, minimal maintenance, scalability, affordability (vs. card access), user-friendly interface, and a wide selection of hardware and software features. An award was made on February 7, 2019 for both Port and Aviation for an award amount of \$365,248.

Organizational Focus for Fiscal Year 2020

As we recognize and enjoy our major achievements, accomplishments, and milestones of the past fiscal year; streamlining the informal bidding processes and re-organizing the Division to prepare for the Transportation Surtax Plan are the primary organizational objectives for this upcoming fiscal year.

On April 9, 2019, the Board of County Commissioners adopted a Resolution amending the Procurement Code increasing the *mandatory bid amount* from \$50,000 to \$100,000 to create greater administrative efficiency and reduce processing time for the numerous and customary procurements valued at between \$50,000 and \$100,000. Accordingly, new operational procedures and processes will be drafted and implemented to delegate to County Agencies the ability of procuring goods and services, not including construction and software services, up to \$100,000. A training curriculum will be developed to achieve the objectives of the training program. In turn, the training program will provide the necessary information, content, and materials to County employees to acquire the specific knowledge and competence to perform the procurement function.

During Fiscal Year 2019, particularly on November 2018, Broward County voters approved a 30-year, one percent sales surtax (a/k/a “penny tax”). The sales surtax took into effect on January 1, 2019. Since more than 1,100 projects are contained in the Transportation Surtax Plan, it is our expectation that just as many procurements will be requested. This demand is above and beyond those procurements funded every single year by both the General and Capital Funds. To properly address these additional procurements, a re-organization within the Division will be required to create a Surtax Procurement Unit within the Transportation Commodity Team to purchase goods, general services, construction services, and professional services such as:

- Products and services to connect and integrate technologies to create a “smart” grid that enhances network infrastructure to reduce traffic congestion
- Roadway widening
- Building a multimodal infrastructure
- New fleet vehicles (including electric)
- Expanding the fiber optic network to increase traffic flow and reduce bottlenecks

It is estimated that \$1.59 billion dollars of competitive procurement opportunities is expected over the next 30 years. A small business enterprise goal of 30% has been established to ensure that at least \$477,000,000 are awarded to small Broward County businesses. The Purchasing Division has a major role to play to ensure that Broward County is *moving forward*.