


M E M O R A N D U M

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM: Kate Newman, Acting County Manager 

RE: 2023 Pre-Approval of Certain Items for the Facilities Management Division

DATE: February 28, 2023

Staff Recommendation: That the Board of County Commissioners approves the 2023 contracts, purchase orders and other items as listed on Attachment A, up to the amounts specified.

Resolution No. CC23-057

Background: The Facilities Management Division has several upcoming contracts and purchase orders for projects that were approved in the 2023 Budget. To streamline the approval process and ensure that the work/purchases can occur as efficiently as possible, Facilities Management requests that the Board of County Commissioners (BCC) pre-approve these contracts/items.

Fiscal Impact: Up to \$4,250,000 from the adopted 2023 budget.

BCC Briefing Presented on: February 21, 2023.

Originator: Mark Danner, Facilities Management Director (X5008)

Distribution: Kate Newman, Acting County Manager (X8567); Mark Danner, Facilities Management Director (X5008); Anne Panza, Assistant Director of Construction Services (X5026); Anthony Chambers, Assistant County Attorney (X8942)

ATTACHMENT A

2023 Pre-Approval of Certain Items for the Facilities Management Division

Facilities Master Plan Implementation: The total contract and purchase order price for design and/or construction of the Facilities Master Plan Implementation projects shall not exceed \$2,600,000.

C/W Elevator Modernization: The total contract and purchase order price for elevator modernizations and ADA upgrades shall not exceed \$800,000.

Human Services Building Boiler and Pump Replacement: The total contract and purchase order price for boiler and pump replacements shall not exceed \$850,000.

BCC HEARING ROUTING FORM (non-purchasing items)

Contacts: Originating Division and Contact: Facilities Mgmt./Mark Danner Phone: X5008
 County Attorney Contact: Anthony Chambers Phone: X8942

Agenda Placement:

Item Title: 2023 Pre-Approval of Certain Items for the Facilities Management Division

ROUTING					
O R D E R	Division	Authorized Signatures Name/Initials	Date Rec'd	Date Frw'd	Comments
(1)	Originator Anne Panza	<i>Anne Panza</i>	02/09/2023		
(2)	Division Director Mark Danner	<i>MDanner</i>	02/10/2023		
(4)	County Attorney Anthony Chambers	<i>Anthony Chambers</i>	02/13/2023		
(3)	Department Director Kate Newman	<i>MLN</i>	02/13/2023		
()	Budget				
()	Elected Official				
(5)	BCC Agenda Coordinator	JCM			