



Pinellas County

Staff Report

File #: 25-0495A, **Version:** 1

Agenda Date: 4/22/2025

Subject:

Receipt and file report of purchasing items delegated to the County Administrator for the quarter ending March 31, 2025.

Recommended Action:

Accept the receipt and file report of purchasing items delegated to the County Administrator.

Strategic Priorities:

Smart Service Delivery

4.2 Achieve and maintain a high level of customer satisfaction

Summary:

The Board of County Commissioners (Board) has delegated authority to the County Administrator to approve purchases and other purchasing related processes with the requirement that all approvals be submitted for receipt and file on a quarterly basis.

Background Information:

The County Administrator has delegated authority to award contracts up to \$250,000.00 in a fiscal or calendar year.

For purchases initiated from State of Florida bids or negotiated contracts, the County Administrator has delegated authority to approve in any amount.

The County Administrator has delegated authority to increase maintenance, repair and operating contracts in an amount not to exceed fifty percent (50%) of the amount previously approved by the Board subject to the same unit pricing, terms and conditions.

The County Administrator has delegated authority to extend the term of Board approved contracts above the threshold of \$250,000.00 pending all prices, terms and conditions remain the same.

The County Administrator has delegated authority to approve change orders and amendments in an amount not to exceed \$250,000 or ten percent (10%), whichever is less, and to release retainage and close out construction type contracts when the change order does not exceed \$250,000.00 or ten percent (10%) of the total award, whichever is less.

The County Administrator also has delegated authority to approve emergency purchases up to \$250,000.00. Emergency purchases in excess of \$250,000.00 are approved by the County Administrator and entered into the minutes of the Board of County Commissioners via the receipt and file report.

Lastly, the County Administrator has delegated the authority for non-purchasing items pursuant to

Section 2-62 in an amount not to exceed \$25,000.00 to the Director of Administrative Services.

Fiscal Impact:

The attached list contains approvals of competitive sealed bidding, Florida State contracts, master purchase agreement increases, emergency purchases, contract extensions, and items delegated to the Administrative Services Director as per County Code 2-62, 2-164, 2-176, 2-177, 2-178, 2-180, 2-181, 2-184 and 2-185.

Staff Member Responsible:

Barry A. Burton, County Administrator
Joe Lauro, Director, Administrative Services
Merry Celeste, Purchasing Director, Administrative Services

Partners:

N/A

Attachments:

List of Purchasing items approved by the County Administrator and the Director of Administrative Services for quarter ending March 31, 2025.



Pinellas County

Staff Report

File #: 24-1284D, **Version:** 1

Agenda Date: 3/31/2025

Subject:

Emergency repair with Keith Consolidated Industries, Inc due to damage sustained during Hurricane Milton to the Passenger Boarding Ramp located at the St. Pete-Clearwater International Airport.

Recommended Action:

Approval by the County Administrator of the emergency repair by Keith Consolidated Industries, Inc to the Passenger Boarding Ramp at the St Pete-Clearwater Airport (Airport).

- This emergency purchase order provides repairs to the passenger boarding ramp at the Airport located at 14700 Terminal Blvd. Clearwater, due to severe weather conditions brought on by Hurricane Milton.
- This emergency request is for the not-to-exceed amount of \$161,552.00.
- Funding for this emergency purchase will be available under Hurricane Milton CIP Project 90019B4, included in the Airport Revenue and Operating Fund, Emergency Events - Airport Cost Center.
- Funding for this contract has been made available from Airport Revenue and Operating Fund reserves for Hurricane Milton response and recovery. A portion of the costs incurred will likely be offset with reimbursement from the Federal Emergency Management Agency and the State of Florida.

Contract No. 25-00065-E in the not-to-exceed amount of \$161,552.00.

Strategic Plan:

Ensure Public Health, Safety, and Welfare

2.1 Provide planning, coordination, prevention, and protective services to ensure a safe and secure community.

Deliver First Class Services to the Public and Our Customers

5.3 Ensure effective and efficient delivery of county services and support

Summary:

Approval of emergency request for Hurricane Milton for an emergency purchase order to repair the Passenger Boarding Ramp at the St Pete-Clearwater Airport.

Background/Explanation:

Airport emergency request for 14700 Terminal Blvd, Clearwater due to severe weather conditions brought on by Hurricane Milton.

Fiscal Impact:

Contract in the not-to-exceed amount: \$161,552.00.

Funding for this emergency purchase will be available under Hurricane Milton CIP Project 90019B4, included in the Airport Revenue and Operating Fund, Emergency Events - Airport Cost Center.

A budget amendment planned for January 28, 2025 will allocate funding from Reserves - Contingencies to the project and cost center in the amount of \$820,000. The appropriation is intended to cover the cost of all capitalizable permanent repairs resulting from Hurricane Milton at the St. Pete - Clearwater International Airport.

A portion of the costs incurred will likely be offset with reimbursement from the Federal Emergency Management Agency and the State of Florida.

Delegated Authority:

Authority for the County Administrator to approve this emergency purchase is granted under Code Section 2-181.

Staff Member Responsible:

Tom Jewsbury, Director, Airport
Merry Celeste, Purchasing Director, Administrative Services
Joe Lauro, Director, Administrative Services

Partners:

N/A

Attachments:

N/A

Keith Consolidated Industries, Inc.



December 14, 2024

Mr. Scott Craig
St. Pete – Clearwater Airport

Price Quote for BAR3035 Passenger Boarding Ramp

Description	Unit Price	Qty	Extended Price
Base Unit	\$59,420	2	\$118,840
Safeguard Anti-Slip Option	\$8,408	2	\$16,816
Freight	\$12,948	2	\$25,896
Total:			\$161,552

- Unless quoted freight is not included. The purchaser is to provide shipping with an understanding of EXW shipment terms. KCI will provide an upload.
- Unless quoted, installation is not included.
- One Maintenance/Parts Manual provided.
- Two 5,000 lb. forklifts (to be provided by the purchaser at each destination) are required for unloading and setup.
- Ramp and Safeguard quote prices are valid for 30 days.
- Terms are: A fifty percent deposit is required before the PO will be processed. The remaining balance is due before the units are released for shipping.
- Any questions concerning this quote please get in touch with KCI at 541.830.8678.

Thank you for the opportunity to earn your business.

Glenn Nicolicchia

PO Box 2581 • White City, OR 97503
GSE Phone: (541) 830-8678 • Fax: (541) 826-2956
WaterJet Phone: 541-830-8671 • Fax: (541) 826-2956
www.kcigse.com
www.kciwaterjet.com

PURCHASE REQUISITION

NUMBER: _____

PINELLAS COUNTY BOARD OF COMMISSIONERS

GRANT - FUNDED	N
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DATE: 04/24/25 REQ. TYPE: Services

CONFIRMING PURCHASE ORDER NO. _____
SPECIAL SHIP TO LOCATION: _____

BILL TO: DEPT. NAME: St. Pete-Clw Interntnl Airport
DEPARTMENT NUMBER: 225
DIVISION NUMBER: 02
FUND / CENTER / 0001 / 890001
ACCOUNT / PROGRAM / 5460001 / 1123
PROJECT / TASK / 90019E1 / 02.1
EXPENDITURE TYPE

SHIP TO: _____
DEPARTMENT NO: _____
DIVISION NUMBER: _____
LOCATION NUMBER: _____
CONTACT PERSON: Kevin Rzsezut
TELEPHONE: 727-453-7832

EXPEND. ITEM DATE: _____

BUYER INSTRUCTIONS: _____

P.O. INSTRUCTIONS: UNSOURCED - EMERGENCY REPAIRS

DATE REQUIRED OR RECEIVED: 12/19/24

SUGGESTED OR CONFIRMING VENDOR: Keith Consolidated Industries

QUANTITY	U/M	CLASS	ITEM DESCRIPTION	UNIT COST	TOTAL ESTIMATE
			EMERGENCY REPAIRS BAR3035 Passenger Boarding Ramp - HURRICANE MILTON		
2.00	EA		Base Unit	\$ 59,420.00	\$ 118,840.00
				\$ -	\$ -
2.00	EA		Safeguard Anti-Slip Option	\$ 8,408.00	\$ 16,816.00
				\$ -	\$ -
2.00	LS		Freight	\$ 12,948.00	\$ 25,896.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
6				Total:	\$ 161,552.00

Yvette Ahhle

AUTHORIZED SIGNATURE

Deputy Director - Finance & Administration

NAME AND TITLE

DATE FORWARDED TO PURCHASING