



**Office of
Equal Business Opportunity**

50 South Military Trail, Suite 202

West Palm Beach, FL 33415

(561) 616-6840

www.pbc.gov/oebo



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Commissioners**

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MEMORANDUM

TO: Goal Setting Committee

FROM:

Deirdre D. Kyle, SBDS III

DATE:

August 20, 2025

RE:

Facilities, Development & Operations Annual Trade Contracts

The following annual contracts were submitted to the Goal Setting Committee by Facilities, Development & Operations to establish Affirmative Procurement Initiative (APIs):

- December 4, 2019 - Door Replacement
- December 4, 2019 - HVAC Services
- December 4, 2019 - Plumbing Services
- December 4, 2019 - Flooring Services (Business Operations)
- November 4, 2020 - Roofing
- January 20, 2021 - Flooring (CID)
- March 23, 2021 - Low Voltage
- December 7, 2022 - Demolition
- December 7, 2022 - Painting & Weatherproofing
- January 4, 2023 - Asphalt, Pavers & Pathway
- March 15, 2023 - Indoor Air Quality (IAQ)
- April 5, 2023 - Overhead Door Replacement
- May 15, 2024 - Electrical

The Committee established sheltered markets for projects less than \$100,000 (when (3) or more small businesses are qualified under the annual contract) or Small Business Enterprise (SBE) price preference whereby an SBE contractor will be given a price preference if its bid is within 10 percent of the lowest non-small business bid for projects \$100,000 or greater. However, on July 1, 2024, certain state statutory changes took effect which required the sheltered market API for projects less than \$100,000 be removed.

The Office of Equal Business Opportunity is requesting the Goal Setting Committee to update its recommended API to SBE price preference for all FDO annual contracts that were established prior to July 1, 2024, and are still in effect.

"An Equal Opportunity Employer"

Official Electronic Letterhead