



Interoffice Memorandum

January 29, 2024

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,
Procurement Division

CONTACT: John Petrelli, Director, Risk Management Division
407-836-9636

SUBJECT: Approval of Amendment No. 2, Contract Y24-105, Web Based
Individual Driver Record Checks and Risk Assessments

ACTION REQUESTED:

Approval of Amendment No. 2, Contract Y24-105, Web Based Individual Driver Record Checks and Risk Assessments, with Embark Safety LLC, in the amount of \$147,150, for a revised estimated contract amount of \$357,800.

PROCUREMENT:

This amendment adds funding to support Department of Motor Vehicles individual records requests and continuous motor vehicle record monitoring to accommodate the County's increased need for services.

FUNDING:

Funding is available in account number 5510-025-0328-4020. Delivery orders for services will be issued on an as-needed basis.

APPROVALS:

The Risk Management Division concurs with the recommendation.

REMARKS:

On December 12, 2023 the Board authorized award of Invitation for Bids Y24-105-JA to Embark Safety, LLC, in the estimated contract award of \$160,650 for a three-year term, renewable by the Procurement Division for two additional one-year terms. This contract provides access to a web-based system that facilitates the real-time monitoring of employee drivers' licenses, which enables the identification of high-risk individuals operating County vehicles, allowing the division to implement necessary measures to mitigate risks to individuals, property, and the County.

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The individual license checks are performed for all new hires and every three years thereafter for all County employees who may be operating a county vehicle or their personal vehicle on county business.

Due to the significant increase in hiring due to the pandemic and greater than expected turnover, Risk Management has been running on average between 1,500 to 1,800 record checks on an annual basis. The number of monitored employees has also increased from 4,200 to 7,200 annually due to Fire Rescue and Corrections personnel being monitored.

Previous contract amendment is as follows:

Amendment No. 1: Added two new line items for out-of-state motor vehicle record fees and a related transaction fee, increasing the contract by \$50,000, for a revised estimated contract amount of \$210,650. The increase did not require Board approval as it was within Procurement's approval authority.