



EXECUTIVE SUMMARY

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the non-standard agreement with Syntech Systems, Inc. for limited maintenance agreement for the master fuel system (FUELMASTER) for the Facilities Management Department during FY2024-2025. Fiscal Impact: Estimated \$550.00

Presenter(s): Deborah Czubkowski, Vice President of Facilities Management

What is the purpose of this contract and why is it needed? The purpose of this maintenance warranty agreement is to provide the necessary technical support and software updates for the fuel dispensing system. This agreement will commence on 11/01/2024 and expire on 10/31/2025. The Temporary Certificate of Occupancy (TCO) was issued March, 28, 2020 for the fueling station project on Central Campus. This was under warranty and the warranty period is now expired, there was no warranty agreement prior to this limited maintenance agreement.

What procurement process or bid waiver was used and why? Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there is no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. This is imperative to the operation of the College. Service or commodities available from a single or sole source per College Procedure A6Hx2-6.34. This is imperative to the operation of the College.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting? Yes, June 2024 approved budget.

What fund, cost center and line item(s) were used? Funds available in FD100, CC0241.

Has Broward College used this vendor before for these products or services? Yes, fuel system was installed with this special dispensing system requiring programming updates.

Was the product or service acceptable in the past? Yes, the service was acceptable during the warranty period, now we have to update program.

Was there a return on investment anticipated when entering this contract? No.

Was that return on investment not met, met, or exceeded and how? Not Applicable.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Not Applicable.

Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office? The General Counsel's office has reviewed all agreements and any deviation to the College's standard terms has been deemed acceptable.

FISCAL IMPACT:

Description: Estimated \$550.00. Worktags: FD100, CC0241, BU201, PG00227, GLC64500.

06/11/24

CC0241 · Vehicle Equipment Maintenance

(\$550.00)

Donald Astrab

Donald Astrab, VP, Academic Operations, Analytics, & Comm 10/4/2024

APPROVAL PATH: 12172 Syntech System, Inc. (Vehicle Fuel Station) Maintenance Warranty Agreement
FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status
1	Deborah Czubkowski	VP, Facilities Management		✔ Completed
2	Alina Gonzalez	Review		✔ Completed
3	Raj Mettai	Review		✔ Completed
4	Orlando Aponte	Procurement Approval		✔ Completed
5	Natalia Triana-Aristizabal	Contracts Coordinator		✔ Completed
6	Christine Sims	Budget Departmental Review		✔ Completed
7	Rabia Azhar	CFO Review		✔ Completed
8	Donald Astrab	Chief Operating Officer		✔ Completed
9	Legal Services Review Group	Review and Approval for Form and		✔ Completed
10	Electronic Signature(s)	Signatures obtained via DocuSig 📄		✔ Completed
11	Natalia Triana-Aristizabal	Contracts Coordinator		✔ Completed
12	Board Clerk	Agenda Preparation		🕒 Pending
13	District Board of Trustees	Meeting	01/14/25 11:00 AM	🕒 Pending



**FUELMASTER® Fuel Management System
 Limited Maintenance Agreement**

The FUELMASTER® Fuel Management Systems Extended Maintenance Agreement is made and entered into on this day of **11/01/2024** in Tallahassee, Florida, by and between SYN-TECH SYSTEMS, INCORPORATED, (STS), a Florida Corporation having a principal place of business at 100 Four Points Way, Tallahassee, Florida 32305 and:

The District Board of Trustees of Broward College, FL

This initial term of this agreement shall commence as of **11/01/2024** and shall continue for a term expiring **10/31/2025**. The Customer will have the option to accept or terminate the services when invoiced.

The FUELMASTER® Maintenance Agreement provides a means of extending the normal one-year warranty that all FUELMASTER® customers receive. Limited Maintenance provides unlimited telephone support labor for all FUELMASTER® components, both software and hardware, free updates for the software/firmware, upon request, and a 10% discount on replacement parts. Support hours are 8:00 AM - 8:00 PM EST., Monday through Friday, excluding New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.

Maintenance Level	FMU/Serial Number	Cost
Limited	FMU2500 S/N 18229	\$550.00
Total		\$550.00

MULTIPLE YEARS OF MAINTENANCE MAY BE PURCHASED AT THE CURRENT RATE, BUT ALL YEARS MUST BE PURCHASED IN ADVANCE WITH ONE PAYMENT.

Syn-Tech Systems, Inc. will provide at no additional charge Certificates of Insurance naming your company as a Certificate Holder.

Syn-tech Systems, Inc. recognizes the confidentiality of each customer's software and database information, and will not disclose this information to any third party. Payment Industries Standards certify Syn-tech Systems, Inc. to PA-DSS requirements and all data must be securely maintained.



Organizations under maintenance contracts are provided a toll-free number and have access to FUELMASTER® technicians to assist in FUELMASTER® operations and diagnostics.

Software updates will be provided free of charge upon request. The customer can decide whether he prefers to maintain his current system or update to the new software/firmware. This agreement does not cover changes in hardware.

Under the terms of this agreement, FUELMASTER® technicians will telephonically diagnose problems with the assistance of the customer to determine warrantable conditions and problem solutions. Syn-Tech will provide a 10% discount to replace all defective parts and provide telephonic assistance to the customer to install replacement parts to allow the unit to be repaired as expeditiously as possible. Please note that FUELMASTER® was designed modularly to provide an easy and rapid parts exchange, even by non-technical personnel. Other fuel management systems are not designed this way and consequently do not offer warranties comparable to FUELMASTER®. This agreement does not cover site visits by FUELMASTER® technicians for repair.

Please note that damage resulting from acts of God, user abuse, accidents, faulty installation, or operation is not covered under the warranty. This warranty specifically excludes any indirect, special, or consequential damages to include, but not limited to, loss of product, profit, or litigation fees.

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The parties of Syn-tech Systems, INC. and The District Board of Trustees of Broward College, FL deem this agreement to be executed by their duly authorized representatives on the Agreement date.

SYN-TECH SYSTEMS, INCORPORATED:

(Signature)

(Date)



11/01/2024

(Name)

Sara D. Fletcher

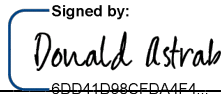
(Title)

Marketing Operations Manager

CUSTOMER:

(Signature)

(Date)

Signed by:

6DD41D98CFDA4F4...

12/3/2024

(Name)

Donald Astrab

(Title)

Interim President

