

Meeting Date
October 4, 2016



AGENDA	
Section	Consent
Item No.	<i>II.C.2</i>

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval Re: Permission to Quote Materials and Services for Road and Bridge Construction Projects- Countywide Fiscal Impact: None
DEPT/OFFICE:	Public Works Department/ Central Services Department

Requested Action:

It is requested that the Board of County Commissioners authorize staff to utilize written quotations to acquire construction materials or services on a job-by-job basis and authorize the County Manager, or designee, to award to the lowest responsive quotation through September 30, 2017 for materials and services on annual bid that contracted vendors are not able to provide during this time, or when the market conditions or Public safety concerns prohibit formal bidding.

Summary Explanation & Background:

Board Procurement Policy, BCC-25, requires formal competitive solicitation of contracts in excess of \$15,000. Award of contracts between \$15,000 and \$50,000 may be approved by an Assistant County Manager; contracts between \$50,000 and \$100,000 approved by County Manager; any contracts exceeding \$100,000 require Board approval for award if not previously authorized by the Board.

Annually, the County awards term agreements, based upon competitive bids, for various construction materials utilized for road projects, such as asphalt, concrete, concrete pipe, base rock, and sod. During past periods of increased demand or during periods of highly fluctuating prices for construction materials, suppliers have been either unable to supply quantities sufficient to meet the department's demands for projects or have been unable to guarantee prices for more than 30-60 days, adversely impacting the ability to establish term contracts. When these circumstances occur, the County risks being unable to begin or complete work while re-bidding activities are conducted or Board approval is obtained to waive formal bidding requirements and accept written quotes.

Staff is requesting Board permission, when market conditions for road construction materials and services delay or prevent the establishment of term contracts for needed goods and services, and upon recommendation of Purchasing Services to the County Manager, to solicit and accept written quotations from vendors. Staff also requests that the Board authorize the County Manager, or designee, to award a contract to the lowest responsive and responsible bidder. This process will be utilized on a project by project basis only when conditions inhibit formal bidding and/or cause delays in the progress of projects. This request extends the previous approval of the Board of County Commissioners on September 3, 2015, for Fiscal Year 2015/2016.

FISCAL IMPACT: FY 16/17 Construction projects could be delayed several months without Board approval of this item resulting in extending disruption to the motoring public or delayed safety improvements. While there's the possibility of potential cost increases due to the higher demand for materials, all costs incurred by the Road and Bridge construction crew will be billed to the contracting agency.

Clerk to the Board Instructions:

Exhibits Attached:

Contract /Agreement (If attached):	Reviewed by County Attorney	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
---	------------------------------------	-----	--------------------------	----	--------------------------	----	--------------------------

County Manager	Assistant County Manager	Department Director / Extension John P. Denninghoff/ x57202
Stockton Whitten 	Assistant County Manager	Teresa Camarata/ x57390 



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

October 5, 2016

MEMORANDUM

TO: Teresa Camarata, Central Services Director

RE: Item II.C.2., Approval of Permission to Quote Materials and Services for Road and Bridge Construction Projects - Countywide

The Board of County Commissioners, in regular session on October 4, 2016, authorized staff to acquire construction materials or services on a job-by-job basis; and authorized County Manager, or his designee, to award the lowest responsive quotation through September 30, 2017, for materials and services on annual bid that contracted vendors are not able to provide during this time, or when the market conditions or Public Safety concerns prohibit formal bidding.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/cm

cc: County Manager
Finance
Budget