



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

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F.8.

11/12/2024

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### Subject:

Request Permission to Proceed with FY 25 budgeted Utility Services Department Operations and Maintenance Projects

### Fiscal Impact:

The Utility Services Department requests the Board to procure specific Operations and Maintenance projects estimated to be over \$200,000 annually, utilizing an approved procurement means (i.e. vendor of record, continuing engineering contract, Invitation to Bids). This ensures efficient use of available funds and expedites the ability to utilize the budgeted funds in the FY 25 Adopted Budget. Projects will be encumbered through Department-initiated purchase orders.

### Dept/Office:

Utility Services

### Requested Action:

It is requested that the Board grant Purchasing Services, on behalf of the Utility Services Department, approval to perform any of the following actions to procure the below mentioned operations & maintenance projects:

- Solicit a competitive Invitation to Bid for the lowest most responsive and responsible bidder for the projects outlined in the Summary Explanation and Background.
- Exercise renewal options upon evaluating supplier performance and recommendations from Utility Services staff with the approval of Purchasing Services. This establishes that continuance of the contract is favorable prior to renewal of the agreement.
- Authorize the County Manager to execute all contracts, contract renewals, contract amendments, and any necessary contract extensions that exceed \$200,000 in total aggregate value, upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

### Summary Explanation and Background:

Upon Board approval for the FY 25 budget for each Department included approval of Capital Improvement Projects (CIP) as submitted in the budget. As a result, the Department's implementation of those projects received Board approval. However, projects submitted under an Operations and Maintenance budget are not pre-approved thus requiring Board approval for such individual projects to be awarded.

The Utility Services Department is requesting that the Board approve the submitted projects as part of this agenda report. Approval of this action will eliminate repetitive Board action granting permission to purchase routinely used items and services and eliminate several individual purchase order transactions. Purchasing and Utility Services Department will ensure that all procurement rules and policies are followed to ensure compliance. The procurement method for the projects will include the vendor of record list approved at the

October 27, 2024, Board of Commissioners meeting, the Utility Services Continuing Engineering Consultant as awarded through RFQ #7-22-06 and advertise for bid.

List of Specific Projects and Selection/Negotiation Committees to be considered:

1. Sykes Creek Regional Wastewater Treatment Facility  
Drainage Improvements Sites Stormwater Plan Development  
Duration: up to 3 years  
Average Annual budget: \$327,300  
Method of Procurement: Continuing Engineering Consultant
2. Sykes Creek Regional Wastewater Treatment Facility  
Aerator Motor and Gearbox Replacement  
Duration: 1 year  
Average Annual budget: \$780,000  
Method of Procurement: Vendor of Record
3. South Central Regional Wastewater Treatment Facility  
Air Lines Replacement for Treatment Trains 1 and 2  
Duration: 1 year  
Average Annual budget: \$300,000  
Method of Procurement: Invitation to Bid
4. South Central Regional Wastewater Treatment Facility  
Replace Blowers for old Biological Nutrient Removal (BNR)  
Duration: 1 year  
Average Annual budget: \$300,000  
Method of Procurement: Vendor of Record

### **Clerk to the Board Instructions:**

E-mail the Clerk memo to [karina.perez@brevardfl.gov](mailto:karina.perez@brevardfl.gov) and mail the original to the Utility Services Department.



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

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Fax: (321) 264-6972  
Kimberly.Powell@brevardclerk.us

November 13, 2024

**M E M O R A N D U M**

TO: Edward Fontanin, Utility Services Director                      Attn: Karina Perez

RE: Item F.8., Request Permission to Proceed with FY 25 Budgeted Utility Services  
Department Operations and Maintenance Projects

The Board of County Commissioners, in regular session on November 12, 2024, granted Purchasing Services, on behalf of the Utility Services Department, approval to perform any of the following actions to procure the below mentioned operations and maintenance projects: solicit a competitive Invitation to Bid for the lowest, most responsive, and responsible bidder for the projects outlined in the Summary Explanation and Background; exercise renewal options upon evaluating supplier performance and recommendations from Utility Services staff with the approval of Purchasing Services, establishing that continuance of the contract is favorable prior to renewal of the agreement; and authorized the County Manager to execute all contracts, contract renewals, contract amendments, and any necessary contract extensions that exceed \$200,000 in total aggregate value, upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

*for: Donna Scott*  
Kimberly Powell, Clerk to the Board

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cc: County Manager  
Budget  
Finance