



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.19.

8/27/2024

Subject:

Permission to Issue Annual Supply Bids, Proposals, and Request for Qualifications or Negotiate Competitive Contracts for County Fiscal Year 2024-25.

Fiscal Impact:

The estimated expenditures to procure these commodities and services are based on historical use by the County Departments and Offices, and the procurement is within their FY 2024-25 Board Adopted Annual Operating and Capital Budget.

Dept/Office:

Central Services/Purchasing Services

Requested Action:

It is requested that the Board of County Commissioners authorize Purchasing Services to coordinate the following procurement actions:

1. Solicit competitive bids or negotiated competitive contracts and award to the lowest, most responsive, responsible, and most qualified vendor(s); and
2. Solicit competitive proposals and requests for qualifications, establish selection and negotiation committees' approval by the County Manager or designee, and award to the highest ranked proposer (s); and
3. Exercise renewal options upon evaluation of the supplier's performance and recommendation from the user Department or Office; and
4. Authorize the County Manager to award and execute contracts, contract renewals, contract amendments, contract extensions, task orders, and purchase orders subject to the review and approval of the County Attorney's Office, Risk Management, and Purchasing Services.

Summary Explanation and Background:

Prior to the beginning of each year, Purchasing Services and Departments and Offices work together to develop an Annual Bid/Proposal/Qualifications (BPQ) for the Board's approval. Departments and Offices estimate their annual procurement requirements for the items listed on the BPQ and are grouped by category for these commodities in order to develop a procurement process that achieves savings using formal competitive processes. The annual competitive process establishes a source, a firm price, and a performance period on high-volume, repetitive materials and continuing services.

Approval of the BPQ by the Board will grant permission to purchase routinely used commodities and services, eliminate an estimated several thousand individual purchase order transactions as well as expedite the award.

Procurement of professional consultants will be solicited in accordance with Board Policy BCC-26, "Acquisition

of Consultant Professional Services,” and Section 287.055, Florida Statutes. The Board’s Policy and Florida Statutes allow the County to enter into contracts for professional services for projects in which the estimated construction costs do not exceed \$7.5 million per project or study activity if the fee for professional services for each individual study under the contract does not exceed \$500 thousand.

Annual negotiated competitive contracts and/or discounts establish a firm source period and price on high-volume materials and services, significantly reducing the number of repetitive, expensive daily purchase transactions through the utilization of open purchase orders.

The evaluation of renewal options utilizes factors such as market data, level of competition available, inflation, and vendor performance. The Departments and Offices, along with Purchasing Services, will document recommendations for exercising renewal options in the official bid or proposal files.

Formal contract renewals will be in accordance with the County Manager’s Administrative Order AO-29, “Contract and Grant Administration.”

Minimizing administrative costs by reducing and consolidating Board actions for competitive annual procurement of commodities and services ensures efficient use of available funds and the timely provision of commodities and services. The estimated costs associated with the commodities and services in the BPN are allocated to individual Departments and Offices based on the Board’s FY 2024-25 Adopted Annual Operating and Capital budget.

Clerk to the Board Instructions:



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

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

August 28, 2024

M E M O R A N D U M

TO: Kathy Wall, Central Services Director

RE: Item F.19., Permission to Issue Annual Supply Bids, Proposal, and Request for Qualifications or Negotiate Competitive Contracts for County Fiscal Year 2024-25

The Board of County Commissioners, in regular session on August 27, 2024, authorized you to coordinate the following procurement actions: (1) Solicit competitive bids or negotiated competitive contracts and award to lowest, most responsive, responsible, and most qualified vendor(s); (2) Solicit competitive proposals and requests for qualifications, establish selection and negotiation committees' approval by the County Manager or designee, and award to the highest ranked proposer(s); (3) Exercise renewal options upon evaluation of the supplier's performance and recommendation from the user Department or Office; and (4) Authorize the County Manager to award and execute contracts, contract renewals, contract amendments, contract extensions, task orders, and purchase orders subject to review and approval of 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

Kimberly Powell, Clerk to the Board

/tr

cc: Finance
Budget

ANNUAL BID/PROPOSAL/QUALIFICATIONS LIST

FY 2024/2025

- Over \$200,000 Annually -

COMMODITY/SERVICE	CONTRACT YEAR & RENEWAL OPTION	ESTIMATED ANNUAL EXPENDITURES (>\$200K)
Aggregate (57 Stone & Pea Gravel)	Up to 5 years	\$300,000
Agricultural & Aquatic Chemicals	Up to 5 years	\$270,000
Alternative Paving Methods (Cold-in-Place Recycling, Chip Seal, Full Depth Reclamation, Microsurfacing, Pavement Rejuvenation/Preservation, etc.)	Up to 5 years	\$1,500,000
Aquatic Vegetation Management for Public Works Locations	Up to 5 years	\$300,000
Asphaltic Concrete	Up to 5 years	\$15,000,000
Asset Management/CMMS Consultant (Countywide)	Up to 5 years	\$350,000
Athletic Court Resurfacing & Lining	Up to 5 years	\$300,000
Auctioneer Services	Up to 5 years	Dependent on Sales
Auditing Services	Up to 5 years	\$800,000
Broker Services	Up to 5 years	Dependent on plan participants
Bond Counsel	Up to 5 years	Various depends on bonds issued
Bunker Gear for Brevard County Fire Rescue	5 yr. & 5 (1 yr.) renewals	\$300,000
Cab & Chassis Trucks and Other Fleet Equipment	Up to 5 years	Varies
Class III Landfill - Waste Disposal Services: South Brevard	5 yr.	\$750,000
Computer Equipment, Peripherals & Services	Up to 5 years	\$400,000
Concrete Crushing (On Site)	Up to 5 years	\$500,000
Concrete Pipe, Pipes (all types) and Accessories	Up to 5 years	\$400,000
Concrete Sidewalk, Curb, and Gutter Construction	Up to 5 years	\$500,000
Consultant Professional Engineering Services, A&E, Roofing Services, Appraisal Services, Operational Services and Landscape Architects - All departments	Up to 5 years	Various Projects
Continuing Construction Management Services & General Contractor Services	Up to 5 years	Various Projects
Continuing Roofing Contracting Services	Up to 5 years	Various Projects
Contracted Seasonal Recreation Worker Services for P&R	Up to 5 years	\$1,002,000
Copy Machine Lease	Up to 5 years	\$550,000
Cubicles/Modular/Furniture	Up to 5 years	\$500,000
Debt Collection Services - Fire Rescue Department	Up to 5 years	Percentage of collection
Deceased Removal and Transport	Up to 5 years	\$250,000
Disaster Debris Removal Services	5 yr. & no renewals	Contingency Agreement Emergency Management
Disclosure Counsel	Up to 5 years	Various depends on bonds issued
Electrical Contractor Services - Hourly	Up to 5 years	\$265,000
Electrical Supplies	Up to 5 years	\$210,000
Electronics Waste Recycling Services	Up to 5 years	\$200,000
EMS Billing Services	Up to 5 years	\$850,000
Environmental & Ecological Services	Up to 5 years	\$500,000.00
Erosion Control Materials and Installation	Up to 5 years	\$1,200,000
Fencing (Brevard County Cooperative Bid)	Up to 5 years	\$500,000
Financial Advisor	Up to 5 years	Various depends on bonds issued
Fuel Pumps, Fuel Sites, and Fuel Tank Repair and Inspection Services	Up to 5 years	\$200,000
Fuel Tanks (various sizes)	Up to 5 years	\$500,000
Grassing Services	Up to 5 years	\$500,000
Guardrail/Handrail Projects	Up to 5 years	\$400,000
HVAC for Maintenance	Up to 5 years	\$1,700,000
Infrastructure Assessment Services, Gravity Sewer Lines, and Manholes	Up to 5 years	\$300,000
Insurance - All Types	Up to 7 years	Dependent on plan participants
Insurance Broker Services	Up to 7 years	Dependent on plan participants
Integrated Library Systems	Up to 10 years	\$800,000
Irrigation Installation - Parks & Rec	Up to 5 years	\$250,000
Invasive/Exotic Mgmt for County-Wide Stormwater Projects	Up to 5 years	\$200,000
Janitorial Services - County Wide	Up to 5 years	\$600,000
Janitorial Supplies	Up to 5 years	\$300,000
Laboratory Testing & Related Professional Services	Up to 5 years	\$200,000
Lawn Service - Countywide	Up to 5 years	\$925,000
Libraries Materials Security Management with Self-Checkout	Up to 10 years	\$500,000
Lime Rock for Solid Waste and Public Works	Up to 5 years	\$300,000
Locum Tenens for Temporary Forensic Pathologist Services	Up to 5 years	\$500,000
Maintenance, Repair, & Operation (MRO) and Industrial Supplies	Up to 5 years	\$500,000
Marketing Services	Up to 5 years	\$400,000
Medical Supplies (EMS) - (Brevard County Cooperative Bid)	Up to 5 years	\$1,900,000
Muck Removal	Up to 5 years	Various Projects
Mulching & Disposal Services for Yard Trash & Vegetative Waste (On & Off Site)	Up to 5 years	\$2,200,000
Odor and Corrosion Control Lease Services	Up to 5 years	\$700,000
Office Supplies	Up to 5 years	\$350,000
Painting Contractor Services	Up to 5 years	\$300,000
Personal Protection Equipment (PPE)	Up to 5 years	\$250,000
Petroleum Products - Lube Oil	Up to 5 years	\$200,000
Physical Examinations	Up to 5 years	\$350,000
Pipe, Cured-In-Place Pipe (CIPP)	Up to 5 years	\$3,000,000
Plans Examiner Services	Up to 5 years	\$300,000
Playground Equipment, Surfacing, Installation & Repair	Up to 5 years	\$350,000
Plumbing Services	Up to 5 years	\$200,000

ANNUAL BID/PROPOSAL/QUALIFICATIONS LIST
FY 2024/2025
- Over \$200,000 Annually -

COMMODITY/SERVICE	CONTRACT YEAR & RENEWAL OPTION	ESTIMATED ANNUAL EXPENDITURES (>\$200K)
Plumbing Supplies Catalog Discount	Up to 5 years	\$550,000
Polymer, Sludge Dewatering	Up to 5 years	\$200,000
Postal & Courier Services - Libraries	Up to 5 years	\$268,000
Pressure Pipe Leak and Air Pocket Detection	Up to 5 years	\$780,000
Pump out Services for Cleaning Baffle Box & Sediment Collection Devices Countywide	Up to 5 years	\$264,000
Radio System (800 MHZ) Maintenance Contract	Up to 5 years	\$500,000
Removal & Disposal of Dewatered Biosolids	Up to 5 years	\$500,000
Removal & Final Disposal of Mulch & Wood Waste	Up to 5 years	\$500,000
Retention Pond Mowing (Countywide): Natural Resources & Public Works	Up to 5 years	\$200,000
Road Construction Materials	Up to 5 years	\$4,000,000
Road Striping - Paint & Reflective Pavement Marking	Up to 5 years	\$500,000
Road Striping - Thermoplastic & Reflective Pavement Marking	Up to 5 years	\$1,800,000
Sand Materials for Parks and Recreation	Up to 5 years	\$200,000
Financial Management Software - SAP Support Services	Up to 5 years	\$900,000
Sargassum Seaweed	Up to 5 years	\$350,000
Utilities Services SCADA Support Services	Up to 5 years	\$500,000
SCAT Vehicle Fleet Maintenance & Repair Management Services	Up to 5 years	\$4,350,000
Security Services - Countywide	Up to 5 years	\$800,000
Select Common Fill - All Landfills	Up to 5 years	\$1,100,000
Septic Tank, Grease Trap, Lift Station & Sewage Hauling Services	Up to 5 years	\$200,000
Sod - Parks & Recreation	Up to 5 years	\$1,300,000
Sodium Hypochlorite Supply Services	Up to 5 years	\$250,000
Software Solutions (Public Works Work Order System)	Up to 5 years	\$500,000
Soil Cement Pub Mill Mix	Up to 5 years	\$250,000
Sports Lighting with Related Supplies and Services	Up to 5 years	\$700,000
Street Sweeping and Inlet Basking Cleaning	Up to 5 years	\$350,000
Stormwater Grates, Frames, Rings, Covers	Up to 5 years	\$200,000
Subaqueous Pipe Inspections and Maintenance	Up to 5 years	\$200,000
Supplemental Aerial Pesticide Application	Up to 5 Years	\$200,000
TDC - Website Development & Maintenance Services	Up to 5 years	\$200,000
Temporary/Seasonal Employment Services	Up to 5 years	\$2,550,000
Temporary Traffic Control Devices	Up to 5 years	\$200,000
Tire Shredding & Disposal Services	Up to 5 years	\$735,000
Traffic Operations Fiber Optics Construction, Rehab, Maintenance and Emergency Repair	Up to 5 years	\$240,000
Traffic Infrastructure and Installation	Up to 5 years	\$300,000
Traffic Signal Construction, Rehab, Maintenance & Emergency Repairs	Up to 5 years	\$600,000
Tree Trimming and Removal Services	Up to 5 years	\$350,000
Trenching and Trenchless Installation & Services	Up to 5 years	\$300,000
Unmanned Aerial System (UAS) / Drone Aerial Pesticide Application Service	Up to 5 Years	\$200,000
Underground Locates for Utilities - (Brevard County Cooperative Bid)	Up to 5 years	\$525,000
Water Meter Replacement (Countywide)	Up to 3 years	\$600,000
Water & Wastewater Treatment Chemicals - Sodium Hypochlorite (Brevard County Cooperative Bid)	Up to 5 years	\$300,000