

Meeting Date
<b>October 7, 2014</b>



AGENDA	
Section	Consent
Item No.	<i>II. A. 8</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
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, 2015 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 \$100,000 may be approved by the County Manager and any contracts \$100,000 and over 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 constructions 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. Recently, material suppliers and subcontractors have either reduced inventory or their labor force resulting in similar conditions. In some cases, vendors and subcontractors have either closed locations or went out of business. 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 19, 2013, for Fiscal Year 2013/2014.

**FISCAL IMPACT:** FY 14/15 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: Forward Board action to Department.

Exhibits Attached:

Contract /Agreement (If attached):		Reviewed by County Attorney	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	PR <input type="checkbox"/>
County Manager		Assistant County Manager, Mel Scott			
Stockton Whitten		Department Director, Teresa Camarata			
		John P. Denninghoff			
		57202			



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

Telephone: (321) 637-2001  
Fax: (321) 264-6972

October 8, 2014

**MEMORANDUM**

**TO:** John Denninghoff, Public Works Director

**RE:** Item II.A.8., Permission to Quote Materials and Services for Road and Bridge Construction Projects

The Board of County Commissioners, in regular session on October 7, 2014, granted permission to utilize written quotations to acquire construction materials or services on a job-by-job basis; and authorized the County Manager, or his designee, to award to the lowest responsive quotation through September 30, 2015, 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 Etheridge*

Tammy Etheridge, Deputy Clerk

**cc:** Central Services Director  
Finance  
Budget