



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F.18.

10/11/2022

### Subject:

Approval Re: Permission to Quote and Utilize Piggyback Contracts for Goods and Services for the Public Works Department and Utilities Services Department

### Fiscal Impact:

Funding is limited to the approved Public Works Department and Utilities Services Department budget.

### Dept/Office:

Public Works Department, Utilities Services Department and Central Services/Purchasing Services

### Requested Action:

It is requested the Board of County Commissioners:

1. Authorize Public Works, Utilities Services and Central Services staff through September 30, 2024 to utilize written quotations and piggyback contracts (as necessary), in lieu of the formal bidding/advertising process to acquire goods and/or services when any of these situations occur:
  - a. Contracted goods and/or services are not available through the contracted vendor; or
  - b. Good or services were not included in the County's approved annual bid/quotes/proposal listing;
  - c. In all cases, the procurement must be within the Board's Adopted Budget and for items estimated to be less than \$200,000 per project.
2. Award goods and/or services to the lowest, responsive, and responsible quote that meets the requirements of the Public Works Department and Utilities Services Department with the concurrence of Central Services/Purchasing Services.
3. The Departments will make reasonable efforts to receive at least three written quotations for a requirement. In the event less than three written quotations are received from qualified vendors, authorize the County Manager or designee to waive the requirement for three written quotations.
4. Authorize the County Manager or designee to execute piggyback contracts as determined by the Public Works Department and Utilities Services Department with the concurrence of Central Services/Purchasing Services to be in the best interest of the County after market research indicates it is in the best interest of the County, subject to review and approval by the County Attorney's Office, Risk Management, and Purchasing Services, per Administrative Order 29.
5. This authority will not be applied to procurements of professional services under Section 287.055, Florida Statutes.

**Summary Explanation and Background:**

Annually, the County awards competitive bids and quotes for various goods, such as asphalt, concrete, pipe, parts, systems, etc., as well as maintenance and repair services. There are times and circumstances that arise when awarded vendors cannot provide goods and/or services. Also, there are times when goods and services are not on the annual bid/quotes/proposal listing due to an unforeseen project or service need. Furthermore, there are goods and services that are unable to be on the annual listing due to the inability to establish term pricing.

When these circumstances occur, the County would be at risk of experiencing significant project delays and/or operational service level impacts while formal quoting/bidding activities are conducted. Currently, informal quotations under \$15,000 are solicited and awarded by each County department. On average, informal quotations are obtained in less than two weeks. The formal quotation/bidding process takes more than thirty days when accounting for the time to prepare the solicitation package, advertise, and award. The requested action will be utilized only when the aforementioned conditions exist subject to the approval of Central Services/Purchasing Services and with the approval of the County Manager or designee in the event less than three quotations are received.

**Clerk to the Board Instructions:**

None



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

October 12, 2022

**MEMORANDUM**

**TO:** Marc Bernath, Public Works Director


**RE:** Item F.18., Permission to Quote and Utilize Piggyback Contracts for Good and Services for the Public Works Department and Utilities Services Department

The Board of County Commissioners, in regular session on October 11, 2022, **1)** authorized Public Works, Utilities Services, and Central Services staff through September 30, 2024 to utilize written quotations and piggyback contracts (as necessary), in lieu of the formal bidding/advertising process to acquire goods and/or services when any of these situations occur: **a.** Contracted goods and/or services are not available through the contracted vendor; or **b.** Goods or services were not included in the County's approved annual bid/quotes/proposal listing; **c.** In all cases, the procurement must be within the Board's Adopted Budget and for items estimated to be less than \$200,000 per project; **2)** approved the award of goods and/or services to the lowest, responsive, and responsible quote that meets the requirements of the Public Works Department and Utilities Services Department with the concurrence of Central Services/Purchasing Services; **3)** authorized the Departments to make reasonable efforts to receive at least three written quotations for a requirement, and in the event less than three written quotations are received from qualified vendors, authorized the County Manager, or designee, to waive the requirement for three written quotations; **4)** authorized the County Manager, or designee, to execute piggyback contracts as determined by the Public Works Department and Utilities Services Department with the concurrence of Central Services/Purchasing Services to be in the best interest of the County after market research indicates it is in the best interest of the County, subject to review and approval by the County Attorney's Office, Risk Management, and Purchasing services, per Administrative Order 29; and **5)** advised this authority will not be applied to procurements of professional services under Section 287.055, Florida Statutes.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
RACHEL M. SADOFF, CLERK

  
Kimberly Powell, Clerk to the Board

/sm

**cc:** County Manager  
Finance  
Budget  
Utilities Services  
Central Services  
Purchasing Services