



AGENDA REPORT
December 18, 2018

Contract Renewal: Special Magistrate Services with Stewart B. Capps

SUBJECT:

CONTINUATION OF EXISTING CONTRACT FOR SPECIAL MAGISTRATE SERVICES WITH STEWART B. CAPPS

FISCAL IMPACT:

FY 2019 expenditures for are projected at \$10,000 and budgeted in Fund 0002, Cost Center 210290.

DEPT/OFFICE:

Central Services

REQUESTED ACTION:

It is requested the Board of County Commissioners approve and authorize the Chairman to Execute an Amendment to the Special Magistrate Services contract with Stewart B. Capps which renews the existing contract for one year, subject to approval by the County Attorney's Office and Risk Management.

SUMMARY EXPLANATION and BACKGROUND:

On December 16, 2014, the Board of County Commissioners authorized a contract with Stuart B. Capps beginning on February 3, 2015 as a result of a competitive solicitation and evaluations of applications to perform services as Special Magistrates to hold hearings and assess fines against violators of the County's Codes and Ordinances. Mr. Capps serves as primary Special Magistrate for Code Enforcement cases and alternate for Contractor Licensing and Vested Right cases. The contract includes a provision that the contract may be renewed for no more than four additional one-year terms at the discretion of the Board of County Commissioners under the same terms and conditions.

The current amendment to contract is the final renewal for one year under the same terms and conditions remaining in force as the original contract. The new term shall begin February 3, 2019 and continue through February 3, 2020.

Contact: Leslie Rothering, Central Services Department, Leslie.Rothering@brevardfl.gov, Ext. 5-7390

ATTACHMENTS:

Description

No Attachments Available

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

INITIAL CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Stewart B. Capps	
2. Fund/Account #: 0002 210290	3. Department Name: Central Services
4. Contract Description: Special Magistrate Services	
5. Contract Monitor: Leslie Rothering	7. Contract Type: SERVICES
6. Dept/Office Director: Leslie Rothering	

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>SIGNATURE</u>
	<u>YES</u>	<u>NO</u>	
User Agency	<input type="checkbox"/>	<input type="checkbox"/>	_____
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	_____

SECTION III - REVIEW AND APPROVAL TO EXECUTE

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>SIGNATURE</u>
	<u>YES</u>	<u>NO</u>	
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Leslie Rothering</i> <small>Digitally signed by Rothering, Leslie Date: 2019.01.03 09:21:07 -05'00'</small>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Valliere, Christine <small>Digitally signed by Valliere, Christine Date: 2019.01.03 09:39:04 -05'00'</small>

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status	<input type="checkbox"/>
Contract Title	<input type="checkbox"/>
Contract Type	<input type="checkbox"/>
Contract Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date	<input type="checkbox"/>
Contract Effective Date	<input type="checkbox"/>
Contract Expiration Date	<input type="checkbox"/>
Contract Absolute End Data (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Initial Contract Form with County Attorney/ Risk Management Approval; Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>

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BOARD OF COUNTY COMMISSIONERS**

INITIAL CONTRACT REVIEW AND APPROVAL FORM

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Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	_____

SECTION III - REVIEW AND APPROVAL TO EXECUTE

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>SIGNATURE</u>
	<u>YES</u>	<u>NO</u>	
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Leslie Rothering</i> Digitally signed by Rothering, Leslie Date: 2019.01.03 09:21:07 -05'00'
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Matt Lairsey <small>Digitally signed by Matt Lairsey DN: cn=Matt Lairsey, o=Brevard County Board of County Commissioners, ou=Brevard County Date: 2019.01.03 09:21:07 -05'00'</small>
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	_____

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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

December 19, 2018

M E M O R A N D U M

TO: Leslie Rothering, Central Services Director

RE: Item F.9., Contract Renewal for Special Magistrate Services with Stewart B. Capps

The Board of County Commissioners, in regular session on December 18, 2018, authorized the Chair to execute and Amendment to the Special Magistrate Services contract with Stewart B. Capps, which renews the existing contract for one year, subject to approval by the County Attorney's Office and Risk Management.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/cmw

cc: Contracts Administration
Finance
Budget

**AGREEMENT TO RENEW EXISTING CONTRACT
(Final Renewal)**

THIS AMENDMENT TO THE CONTRACT, is made and entered into on this 18th day of December 2018, by and between the BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA (the "County") and Stewart B. Capps ("Special Magistrate") having a business location at 325 Fifth Avenue, Suite 208, Indialantic, Florida 32903

WITNESSETH:

WHEREAS, the County previously entered into a Contract dated February 3, 2015 and first renewal dated February 3, 2016, second renewal dated February 3, 2017, and third renewal dated February 3, 2018 for the purposes of providing Special Magistrate Services to the County as a result of a competitive solicitation and evaluation of applications;

WHEREAS, the Contract dated February 3, 2015 provided that the parties could renew the Contract for one year terms for no more than 4 additional terms;

WHEREAS, the parties hereto desire to renew the term of said Contract for the final renewal of a one (1) year period of time, under the same terms and conditions.

NOW THEREFORE, the parties wish to renew the Contract dated February 3, 2018 as follows:

1. The term of the Contract executed by the parties effective February 3, 2018 shall be renewed for the term of one year commencing February 3, 2019 and terminating on February 3, 2020.

2. All other terms and conditions of the Contract, which is incorporated herein by this reference, not inconsistent with the terms and provisions of this Amendment, shall remain in full force and effect.

IN WITNESS WHEREOF, the County and Company have executed this Contract as of the date first written above.

ATTEST:

By 

Scott Ellis
Clerk of the Circuit Court

BOARD OF COUNTY COMMISSIONERS

OF BREVARD COUNTY, FLORIDA

By 

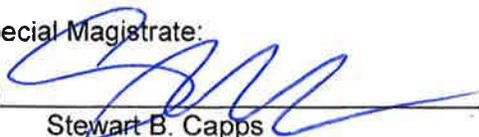
Kristine Isnardi, Chair
Brevard County Commission
(As approved by the Board on December 18, 2018)

Reviewed for legal form and content:

By 

Assistant County Attorney

Special Magistrate:

By 

Stewart B. Capps



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December 19, 2018

MEMORANDUM

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BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/cmw

cc: Contracts Administration
Finance
Budget

RECEIVED

DEC 26 2018

**BREVARD COUNTY
PURCHASING SERVICES**