



AGENDA REPORT
September 18, 2018

**Permission to Quote Materials and Services for Road and Bridge
Construction Projects**

SUBJECT:

Approval Re: Permission to Quote Materials and Services for Road and Bridge Construction Projects - Countywide

FISCAL IMPACT:

No Fiscal Impact

DEPT/OFFICE:

Public Works

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, 2019 for materials and services on annual bid that contracted vendors are not able to provide. It is requested that the Board authorize staff to utilize written quotations in lieu of formal bidding for materials and services when any of these situations occur: 1) Items are not on annual bid; 2) Items are affected by fluctuating market conditions; or 3) Public safety concerns.

SUMMARY EXPLANATION and BACKGROUND:

Board Procurement Policy, BCC-25, requires formal competitive solicitation of contracts in excess of \$15,000. Award of contracts between \$15,000 and \$50,000 may be approved by an Assistant County Manager; contracts between \$50,000 and \$100,000 may be approved by the County Manager; any contracts exceeding \$100,000 require Board approval for award if not previously authorized by the Board.

Annually, the County awards term contracts, based upon competitive bids, for various construction materials and services utilized for road projects, such as asphalt, concrete, concrete pipe, base rock, and sod. At times in the past, contracted vendors have not been able to provide items that were on the annual bid. During past periods of increased demand or during periods of highly fluctuating prices for construction materials, suppliers have been either unable to supply quantities sufficient to meet the project demands or have been unable to guarantee prices for more than 30-60 days, adversely impacting the ability to establish term contracts. 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. The requested action will be utilized on a project-by-project basis only when the aforementioned conditions inhibit formal bidding and/or cause delays in the progress of projects. Fiscal Year 18/19 Road & Bridge Construction projects could be delayed several months without Board approval of this item, resulting in extended disruption to the motoring public or delayed safety improvements. While there is the possibility of potential cost increases due to the higher demand for materials and services, all costs incurred by the Road and Bridge Construction will be billed to the contracting agency.

ATTACHMENTS:

Description

No Attachments Available



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

September 19, 2018

M E M O R A N D U M

TO: Andrew Holmes, Public Works Director

RE: Item F.4., Permission to Quote Materials and Services for Road and Bridge Construction Projects - Countywide

The Board of County Commissioners, in regular session on September 18, 2018, authorized staff to utilize written quotations to acquire construction materials or services on a job-by-job basis; authorized the County Manager, or his designee, to award to the lowest responsive quotation through September 30, 2019, for materials and services on annual bid that contracted vendors are not able to provide; and authorized staff to utilize written quotations in lieu of formal bidding for materials and services when items are not on annual bid, when items are affected by fluctuating market conditions, or when there are public safety concerns.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

cc: Central Services Director
Finance
Budget