

11.C.5



AGENDA REPORT
September 19, 2017

SUBJECT:

PERMISSION TO ISSUE ANNUAL SUPPLY BIDS, PROPOSALS AND REQUEST FOR QUALIFICATIONS (FY 2017/2018) AND/OR NEGOTIATE COMPETITIVE AGREEMENTS

FISCAL IMPACT:

Fiscal Impact FY 17/18: Minimizing administrative costs by reducing and consolidating Board actions for competitive annual procurement of commodities and services insures efficient use of available funds and the timely provision of commodities and services. Establishment of costs associated with these commodities/services is allocated to individual agencies' funding sources. Funds will be encumbered through user initiated blanket purchase orders.

DEPT/OFFICE:

Central Services

REQUESTED ACTION:

It is requested the Board grant Purchasing Services approval to perform the following actions regarding the attached list of commodities and services for fiscal year 2017/2018.

1. Solicit competitive bids, quotes and/or negotiate competitive agreements and award to lowest, responsive and most qualified supplier.
2. Solicit competitive proposals and requests for qualifications, establish selection/negotiation committees approved by the County Manager, or designee; and award contracts and/or open purchase orders with the best-ranked proposer.
3. Exercise renewal options upon evaluation of supplier performance, and recommendation from user departments/offices. This establishes that continuance of the contract is favorable prior to extension of the agreement.
4. Authorize the Chairman to execute contracts and contract renewals over \$100,000 in annual value.

SUMMARY EXPLANATION and BACKGROUND:

The use of term agreements is one of the methods utilized by the Purchasing Department to implement strategic sourcing and take advantage of economies of scale. Purchasing Services estimates the annual needs of the County for items or groups of items where there is an opportunity to achieve savings by using formal competitive processes (formal bids, quotes proposals, and request for qualifications). Annual competitions establish a source, a firm price and a performance period on high-volume, repetitive materials and continuing services.

Approval of this action will eliminate repetitive Board action granting permission to purchase routinely used items and services. In addition, to expedite the award process, the Assistant County Managers currently have Board authorization to solicit, award and execute contracts up to \$50,000 and County Manager up to \$100,000. Award recommendations will be made by a selection committee consisting of user agency representatives approved by the County Manager, or designee, for evaluation of proposals; and Purchasing and user agency staff members for determining responsive and responsible bids.

The competitive procurement method (competitive bid vs. competitive proposal) will be determined by the individual services or commodity requirements.

Acquisition of services for recurring continuing professional consultant contracts will be solicited in accordance with Policy BCC-27 and Florida Statutes §287.055, "Consultants' Competitive Negotiation Act". Florida Statute §287.055 allows the County to enter into continuing contracts for professional services for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2 million, if the professional services under the contract do not exceed \$200,000. Firms providing professional services under continuing contracts shall not be required to bid against one another.

Annual negotiated competitive agreements/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 or purchase card.

The evaluation of renewal options utilizes factors such as market data, level of competition available, inflation and vendor performance. The using agencies and the Purchasing Manager or designee will document recommendations of exercising renewal options in the official bid or proposal files.

Formal contract renewals will be in accordance with AO-29, Contract Administration

CLERK TO THE BOARD INSTRUCTIONS:

Return one copy to Department

ATTACHMENTS:

Description

No Attachments Available

REVIEWERS:

Department

Reviewer

Action

No Reviewers Available



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September 20, 2017

M E M O R A N D U M

TO: Teresa Camarata, Central Services Department Director

RE: Item II.C.5., Permission to Issue (FY 2017/2018) for Annual Supply Bids, Proposals, Request for Qualifications (RFQ), and/or Negotiate Competitive Agreements

The Board of County Commissioners, in regular session on September 19, 2017, tabled permission to issue Fiscal Year 2017/2018 for annual supply bids, proposals, RFQ, and/or negotiate competitive agreements to a later Board meeting date.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

for Donna Scott
Tammy Rowe, Deputy Clerk

/ds

ANNUAL BID/QUOTE/PROPOSAL LIST
FY 2017/2018
Over \$100,000 Annually

COMMODITY/SERVICE	CONTRACT YEAR & RENEWAL OPTION	ESTIMATED ANNUAL EXPENDITURES (>\$100K)
Aggregate (57 Stone & Pea Gravel)	1yr & 1 renewal	\$500,000.00
Agricultural & Aquatic Chemicals	1 yr	\$305,000.00
Asphaltic Concrete	1 yr & 2 (1yr) renewals	\$2,000,000.00
Baffle Box / Vac Truck Cleaning	1yr & 1 renewal	\$180,000.00
Bond Counsel for the County of Brevard, FL	3 yr & 2 (1yr) renewal	Dependent on Plan Participants
Brevard County Government 2016 Health Plan	5 years	\$100,000.00
Bunker Gear for Brevard County Fire Rescue	5 yr & 5 (1yr) renewals	\$400,000.00
Cab & Chassis Trucks and Other Fleet Equipment	1 yr	\$1,000,000.00
Computer Equipment, Peripherals & Services	2 yr & 3(1 yr) renewals	\$500,000.00
Concrete Pipe	1 yr & 1 renewal	\$300,000.00
Concrete Sidewalk, Curb, and Gutter Construction	1 yr & 1 renewal	Varying CIP Projects and tasks
Consultant Engineering Services - Approved CIP Projects That Exceed Continuing Consultant Dollar Threshold	Up to 5 years	
Continuing Consultant Appraisal Services	Up to 5 years	
Continuing Consultant Engineering Services - Housing & Human Services; Utility Services; Facilities Department; Public Works; Solid Waste; Mira; Natural Resources; Valkaria Airport	Up to 5 years	
Continuing Consultant Geotechnical Services	Up to 5 years	\$100,000.00
Contracted Seasonal Recreation Worker Services for P&R	3 yr & 2 (1yr) renewal	\$1,300,000.00
Copy Machine Rental	5 yr w/ 1 renewal	\$400,000.00
County Dental Insurance	3 yr & 1 (1yr) renewal	Dependent on Plan Participants
County Group Vision Plan	3 yr & 2 (1 yr) renewals	
Deceased Removal & Transport	1 yr & 5 (1 yr) renewal	\$140,000.00
Disaster Debris Removal & Recovery Management Services	5 yr contract - no renewals	\$2,000,000.00
Electrical Contractor Services - Hourly	1 yr & 1 renewal	\$200,000.00
Electrical Supplies Catalog Bid	3-yr & 1 (2-yr) renewal	\$100,000.00
Electronics Waste Recycling Services	3 yr & 2 (1 yr) renewals	\$175,000.00
Emergency Generator Repair & Maintenance	1 yr & 2 (1yr) renewal	\$100,000.00
Employee Benefits Consulting Services	5yr & automatic renewal	\$100,000.00
EMS Billing Services	2 yr & 3 (1yr) renewal	\$710,000.00
External Auditing Services	5 yr	\$335,480.00
Fencing (Brevard County Cooperative Bid)	3 yr & 1 2yr renewal	\$155,000.00
Fertilizers	1 yr & 1 renewal	\$125,000.00
Floor Cleaning - Countywide	1 yr & 3 (1yr) renewals	\$150,000.00
Gasoline, Diesel, Fuel Oils (Brevard County Cooperative Bid)	3 yr & 1 2-yr renewal	\$3,500,000.00
Grassing Services (Brevard County Cooperative Bid)	1yr & 1 renewal	\$250,000.00
HVAC & Ice Machine Service	1yr & 1 renewal	\$450,000.00
HVAC for Maintenance	5 yr & 2 (1yr) renewals	\$1,500,000.00
Inlets, Manholes, & Grates	1 yr & 1(1 yr) renewal	\$375,000.00
Integrated Supply Agreement for Auto & Truck Parts; On-Site Store; Inventory Mgt	4 yr & 1 (1yr) renewal	\$350,000.00

ANNUAL BID/QUOTE/PROPOSAL LIST
FY 2017/2018
Over \$100,000 Annually

Internal Auditing Services	3 yr & 2(1 yr) renewals	\$360,000.00
Investment Advisor Services	5 yr & 3 (1yr) renewals	\$100,000.00
Janitorial Services - Countywide	1 yr & 3 (1yr) renewals	\$400,000.00
Janitorial Supplies	1 yr & 1 renewal	\$175,000.00
Laboratory Analysis & Sampling (Utilities and Solid Waste Only)	1 yr & 1 yr renewal	\$150,000.00
Laboratory Testing & Related Professional Services	1 yr & 4 (1yr) Renewals	\$200,000.00
Landfill Stormwater Collection & Gas System Repairs & Installation	2 yr & 2 (1yr) renewals	\$100,000.00
Landscape Design & Detailing Maintenance Svcs (Complete) - Facilities	1 yr & 2 (1 yr) renewals	\$150,000.00
Lawn Maintenance - Parks & Rec	1 yr & 1 renewal	\$249,000.00
Lawn Maintenance (Full Detail): Merritt island - District 2	1 yr & 1 renewal	\$185,000.00
Lawn Services - Full (Public Works): Mow, Irrigation, Pesticide	1 yr & 1 renewal	\$150,000.00
Lime Rock for Solid Waste & Public Works	1yr & 1 renewal	\$400,000.00
Marketing Services for SCAT	3 yr & 1 (2) renewal	\$400,000.00
Medical Supplies (EMS) - Cooperative Bid	1yr & 1 renewal	\$910,000.00
Mix-In-Place Soil Cement	1 yr & 1 renewal	\$150,000.00
Mulching & Disposal Services for Yard Trash & Vegetative Waste (On Site)	1 yr 1 renewal	\$1,250,000.00
Mulching & Yard Trash/Vegetative Disposal Services - Off Site	1 yr & 1 renewal	\$1,500,000.00
Office Supplies	1 yr & 1 yr renewal	\$175,000.00
Park Amenities - Catalog Discount	1 yr & 1 yr renewal	\$100,000.00
Petroleum Products - Lube Oil	1yr & 1 renewal	\$125,000.00
Pharmacy Benefit Mgt	2 yr & 3 1 yr renewals	\$100,000.00
Physical Examinations - Fire Rescue	2 yr & 2 (1 yr) renewals	\$250,000.00
Plumbing Services	1 yr & 1 renewal	\$100,000.00
Plumbing Supplies Catalog Discount	3 yr & 1 (2-yr) renewal	\$100,000.00
Postal & Courier Services - Libraries	1 yr & 4 1 yr renewals	\$200,000.00
Removal & Disposal of Dewatered Biosolids	1 yr & 2(1 yr) renewals	\$230,000.00
Removal & Final Disposal of Mulch and Wood Waste	3 yr & 2 1 yr	\$350,000.00
Retention Pond Mowing (Countywide): Natural Resources & Public Works	1 yr & 1 renewal	\$160,000.00
Road Construction Materials	1yr & 1 renewal	\$275,000.00
Road Striping - Paint & Reflective Pavement Marking	1 yr & 2 (1 yr) renewals	\$450,000.00
Road Striping Thermoplastic & Reflective Pavement Marking	1 yr & 2 (1yr) renewal	\$1,700,000.00
SAP Support Services	1 yr & 2(1 yr) renewals	\$150,000.00
SCAT Vehicle Fleet Maintenance & Repair Mgmt Svc.	3 yr & 1 (2yr) renewal	\$3,760,000.00
Security Services - Brevard Government Complexes	1 yr & 4(1 yr) renewals	\$200,000.00
Security Services (Unarmed) - Multidepartmental	1yr & 1 renewal	\$450,000.00
Select Common Fill - Sarno Road Landfill	1 yr & 1 renewal	\$373,500.00
Select Common Fill for Landfills (CDF only)	1 yr & 1 renewal	\$1,080,000.00
Septic Tank, Grease Trap, Lift Station & Sewage Hauling Services	1yr & 3 (1yr) renewals	\$150,000.00
Sodium Hypochlorite Supply Services	1 yr & 3(1 yr) renewals	\$250,000.00
Soil Cement Pug Mill Mix	1yr & 1 renewal	\$180,000.00

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Solid Waste & Recycle Collection Services	7 yr & 1 (3yr) renewal	\$12,400,000.00
Tourism Public	3 yr & 2 (1-yr) renewals	Dependent on Media Plan
Street Sweeping and Inlet Basket Cleaning	1 yr & 5 (1 yr) renewals	\$188,000.00
Structured Cabling System - Small Projects/Limited Drop	2 yr & 3 (1 yr) renewals	\$100,000.00
Submersible Pump and Motor Repair Services	2 yr & 1 (2-yr) renewal	\$200,000.00
TDC - Website Development & Maintenance Services	2 yr & 1 yr renewal	\$150,000.00
Temporary Employment Services	1yr & 1 renewal	\$250,000.00
Tire Shredding & Disposal Services	1 yr & 1 renewal	\$450,000.00
Tires & Related Services	2 yr	\$285,000.00
Traffic Operations Fiber Optics Construction, Rehab, Maintenance and Emergency Repairs	3 yr & 2 (1-yr) renewals	\$100,000.00
Traffic Sign Materials	1yr & 1 renewal	\$100,000.00
Traffic Signal Const, Rehab, Maintenance & Emergency Repairs	3 yr & 2 1-yr renewals	\$250,000.00
Travel Media Relations (for TDO)	1 yr & 1 2-yr & 1 1-yr	\$300,000.00
Tree Trimming and Removal Services	1 yr & 1 renewal	\$150,000.00
Trucking Services	1yr & 1 renewal	\$110,000.00
Trucks & Vans, Utility Vehicles	1 yr	\$1,000,000.00
Uniform Apparel: Fire Rescue	1 yr & 1 renewal	\$100,000.00
Vehicles, Cars, Vans, SUVs, and Light Trucks	4 yr & 1 (1 yr) renewal	Approved in Annual Budget
Welding/Medical Gases & Supplies	1yr & 1 renewal	\$100,000.00