



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.17.

8/27/2024

Subject:

Approval Re: Permission to Quote and Utilize Piggyback Contracts for Goods and Services for the County Departments/Offices.

Fiscal Impact:

Funding is limited to the Adopted Annual Operating and Capital Budget within each Department/Office.

Dept/Office:

Central Services/Purchasing Services

Requested Action:

It is requested the Board of County Commissioners:

1. Authorize the Departments/Offices and Central Services 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, through September 30, 2027:
 - a. Contracted goods and/or services are not available through the contracted vendor; or
 - b. Goods and services were not included in the Board's approval annual bid/proposal/negotiation listing; and
 - c. In all cases, the procurement must be within the Board's Adopted Annual Operating and Capital Budget.
2. Award goods and/or services to the lowest, most responsive, and responsible quote that meets the requirements of the Department/Office with the concurrence of Central Services/Purchasing Services.
3. The Department/Office will make reasonable efforts to receive at least three written quotations for a procurement. In the event less than three written quotations are received from qualified vendors, authorize the County Manager or designee to waive the requirements for three written quotations.
4. Authorize the County Manager or designee to execute piggyback contracts as determined by the Department/Office with the concurrence of the 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 AO-29.
5. This authority will not be applied to procurements of professional services (Architectural, Engineering, Landscaping Architectural, or Surveying and Mapping) under Section 287.055, Florida Statutes.

Summary Explanation and Background:

Annually, the County awards competitive bids for various goods and services, such as asphalt, concrete, pips, parts, systems, etc., as well as maintenance and repair services. However, there are times and circumstances

when goods and services are not on the annual bid/proposal/qualification 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 bidding activities are conducted. Currently, informal bids within the thresholds established by Board Policy BCC-25, "Procurement," are solicited and awarded by each County department/office. On average, informal quotes are obtained in less than two (2) weeks. While the formal bidding process takes up to sixty 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 established within the County Manager or Assistant County Manager as established by Board Policy BCC-25, "Procurement."

Clerk to the Board Instructions:



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

August 28, 2024

MEMORANDUM

TO: Kathy Wall, Central Services Director

RE: Item F.17., Permission to Quote and Utilize Piggyback Contracts for Goods and Services for the County Departments/Offices

The Board of County Commissioners, in regular session on August 27, 2024, approved and authorized the Departments/Offices and Central Services 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, through September 30, 2027: (a) Contracted goods and/or services are not available through the contracted vendor; or (b) Goods and services were not included in the Board's approval annual bid/proposal/negotiation listing; (c) In all cases, the procurement must be within the Board's Adopted Annual Operating and Capital Budget; approved awarding goods and/or services to the lowest, most responsive, and responsible quote that meets the requirements of the Department/Office with the concurrence of Central Services/Purchasing Services; approved the Department/Office will make reasonable efforts to receive at least three written quotations for a procurement, and in the event less than three written quotations are received from qualified vendors, authorized the County Manager or designee to waive the requirements for three written quotations; authorized the County Manager or designee to execute piggyback contracts as determined by the Department/Office with the concurrence of the 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 AO-29; and approved this authority will not be applied to procurements of professional services (Architectural, Engineering, Landscaping Architectural, or Surveying and Mapping) under Section 287.055, Florida Statutes.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

A handwritten signature in cursive script, reading "Kimberly Powell".

Kimberly Powell, Clerk to the Board

/tr

cc: County Manager
Finance
Budget