



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

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F9

9/17/2019

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### Subject:

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

### Fiscal Impact:

Fiscal Year 2019/2020: Funding is available in 1180/262070.

### 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, 2020 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 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 3060 days, adversely impacting the ability to establish term contracts. When these circumstances occur, the County risks being unable to begin or complete work while rebidding 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 2019/2020 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.

### Clerk to the Board Instructions:

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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

September 18, 2019

**M E M O R A N D U M**

**TO:** Corrina Gumm, Interim Public Works Director

**RE:** Item F.9., Approval for Permission to Quote Materials and Services for Road and Bridge Construction Projects Countywide

The Board of County Commissioners, in regular session on September 17, 2019, 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, 2020, 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 any of the following situations occur:

- Items are not on an annual bid
- Items are affected by fluctuating market conditions
- Public safety concerns.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

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