



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F.6.

4/7/2020

### Subject:

Permission for Board of County Commissioner Chair to Execute Contract Extensions

### Fiscal Impact:

To Be Determined; Based on Contract Being Extended

### Dept/Office:

Central Services

### Requested Action:

It is requested that the Board of County Commissioners amend the previously approved Annual Supply Bids, Proposals, and Requests for Qualifications (Fiscal Year 2019/2020) and/or Negotiate Competitive Agreements to authorize the Chair or designee to execute contract extensions upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

This requested action is specific to contract extensions only and would be in effect through the end of fiscal year 2019/2020 (September 30, 2020).

### Summary Explanation and Background:

On August 6, 2019 the Board of County Commissioners granted approval to perform the following actions regarding the attached list of commodities and services for fiscal year 2019/2020:

1. Solicit competitive bids, quotes, and/negotiate competitive agreements and award to lowest, responsive, responsible and most qualified supplier;
2. Solicit competitive proposals and requests for qualifications, establish selection and negotiation committees approved by the County Manager (or designee); and award contracts and/or open purchase orders with the highest 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 renewal of the agreement, and;
4. Authorize the Chair to execute contracts and renewals over \$100,000.00 in total aggregate value, subject to prior approval by the County Attorney's Office and Risk Management.

Central Services is requesting that paragraph 4 above be revised to include the following sentence:

4. Authorize the Chair or designee to execute temporary contract extensions through the end of fiscal year 2019/2020 (September 30, 2020) to enable the continuation of services, as needed, subject to prior approval by the County Attorney's Office, Risk Management and Purchasing Services.

In light of current events as they relate to County facilities being closed to the public and Purchasing Services 67

having to extend due dates and public bid openings for the foreseeable future, there are contracts that need to be extended. In lieu of flooding the Board Agenda with several individual contract extension requests, Central Services is looking to add this language to the original approval. If approved, this would alleviate the need to bring contracts previously executed by the Chair to the Board individually for execution of an extension. All contract extensions would be reviewed/approved by the County Attorney's Office, Risk Management and Purchasing Services prior to being routed through the County Manager's office for approval to submit to the Chair for execution.

These extensions would be limited to a time period (anticipated not to exceed 180 days each) which will enable a continuation of services until a new solicitation can be advertised and awarded once the County returns to normal operations and can reopen County facilities to allow for public bid openings and public selection committees.

**Clerk to the Board Instructions:**

None



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

April 8, 2020

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

TO: Steven Darling, Central Services Director

RE: Item F.6, Permission for Board of County Commissioner Chair to Execute Contract Extensions

The Board of County Commissioners, in regular session on April 7, 2020, amended the previously approved Annual Supply Bids, Proposals, and Requests for Qualifications (Fiscal Year 2019/2020) and/or Negotiate Competitive Agreements to authorize the Chair, or designee, to execute contract extensions upon review and approval by the County Attorney's Office, Risk Management, and Purchasing Services.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Kimberly Powell, Deputy Clerk

/cw

cc: Contracts Administration  
Budget  
Finance



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Tammy.Rowe@brevardclerk.us

August 7, 2019

**MEMORANDUM**

**TO:** Leslie Rothering, Interim Central Services Director

**RE:** Item F.8., Permission to Issue Annual Supply Bids, Proposals, and Requests for Qualifications (FY 2019/2020) and/or Negotiate Competitive Agreements

The Board of County Commissioners, in regular session on August 6, 2019, granted approval to perform the following actions regarding the attached list of commodities and services for fiscal year 2019/2020: 1.) Solicit competitive bids, quotes, and/or negotiate competitive agreements and award to lowest, responsive, responsible and most qualified supplier; 2.) solicit competitive proposals and requests for qualifications, establish selection and negotiation committees approved by the County Manager (or designee); and award contracts and/or open purchase orders with the highest 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 renewal of the agreement; and 4.) authorize the Chair to execute contracts and renewals over \$100,000 in total aggregate value, subject to prior 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: Budget  
Finance

**ANNUAL BID/QUOTE/PROPOSAL LIST  
FY 2018/2019**

- Over \$100,000 Annually -

COMMODITY/SERVICE	CONTRACT YEAR & RENEWAL OPTION	ESTIMATED ANNUAL EXPENDITURES (>\$100K)
Aggregate (57 Stone & Pea Gravel)	Up to 5 years	\$200,000.00
Agricultural & Aquatic Chemicals	Up to 5 years	\$270,000.00
Asphaltic Concrete	Up to 5 years	\$4,300,000.00
Automotive Parts	Up to 5 years	\$100,000.00
Brevard County Government 2019/2020 Health Plan	5 years	Dependent on plan participants
Bunker Gear for Brevard County Fire Rescue	5 yr. & 5 (1 yr.) renewals	\$300,000.00
Cab & Chassis Trucks and Other Fleet Equipment	Up to 5 years	\$1,000,000.00
Cold in Place Recycling	Up to 5 years	\$100,000.00
Computer Equipment, Peripherals & Services	Up to 5 years	\$100,000.00
Concrete Pipe	Up to 5 years	\$300,000.00
Concrete Sidewalk, Curb, and Gutter Construction	Up to 5 years	\$340,000.00
Consultant Professional Engineering Services, A&E, Roofing Services - All departments	Up to 5 years	Varies per CIP Project and Tasking
Continuing Roofing Contracting Services	Up to 5 years	Varies per CIP Project and Tasking
Contracted Seasonal Recreation Worker Services for P&R	Up to 5 years	\$640,000.00
Copy Machine Rental	5 yr. & 1 (1 yr.) renewal	\$500,000.00
County Dental Insurance	3 yr. & 1 (1 yr.) renewal	
County Group Vision Plan	3 yr. & 2 (1 yr.) renewals	
Debt Collection Services	3 Years	
Deceased Removal and Transport	Up to 5 years	\$140,000.00
Disaster Debris Removal and Recovery Management Services	5 yr. & no renewals	
Disaster Debris Removal Services	5 yr. & no renewals	
Electrical Contractor Services - Hourly	Up to 5 years	\$265,000.00
Electronics Waste Recycling Services	Up to 5 years	\$175,000.00
Emergency Generator Repair & Maintenance	Up to 5 years	\$100,000.00
EMS Billing Services	Up to 5 years	\$630,000.00
Fencing (Brevard County Cooperative Bid)	Up to 5 years	\$210,000.00
Fertilizers	5 yr. & 5 (1 yr.) renewals	\$100,000.00
Fire Rescue Equipment	Up to 5 years	\$150,000.00
Floor Cleaning - Countywide	Up to 5 years	\$167,000.00
Full Depth Reclamation	Up to 5 years	\$100,000.00
Gasoline, Diesel, Fuel Oils (Brevard County Cooperative Bid)	Up to 5 years	\$3,500,000.00
Grassing Services (Brevard County Cooperative Bid)	Up to 5 years	\$380,000.00
HVAC & Ice Machine Services	Up to 5 years	\$200,000.00
HVAC for Maintenance	Up to 5 years	\$1,200,000.00
Inlets, Manholes, & Grates	Up to 5 years	\$485,000.00
Janitorial Services - County Wide	Up to 5 years	\$465,000.00
Janitorial Supplies	Up to 5 years	\$185,000.00
Laboratory Testing & Related Professional Services	Up to 5 years	\$200,000.00
Landfill Stormwater Collection & Gas System Repairs & Installation	Up to 5 years	\$100,000.00
Landscape Design & Detailing Maintenance Svs (Complete) - Facilities	Up to 5 years	\$150,000.00
Lawn Maintenance - Parks & Rec	Up to 5 years	\$249,000.00
Lawn Maintenance (Full Detail) - Merritt Island, District 2	Up to 5 years	\$185,000.00
Lawn Services - Full (Public Works): Mow, Irrigation, Pesticide	Up to 5 years	\$150,000.00
Lime Rock for Solid Waste and Public Works	Up to 5 years	\$100,000.00
Marketing Services for SCAT	Up to 5 years	\$400,000.00
Medical Supplies (EMS) - (Brevard County Cooperative Bid)	Up to 5 years	\$1,900,000.00
Mix-In-Place Soil Cement	Up to 5 years	\$250,000.00
Mulching & Disposal Services for Yard Trash & Vegetative Waste (On Site)	Up to 5 years	\$1,250,000.00
Mulching & Yard Trash/Vegetative Disposal Services (Off Site)	Up to 5 years	\$1,500,000.00
Office Supplies	Up to 5 years	\$200,000.00
Personal Protection Equipment (PPE)	Up to 5 years	\$100,000.00
Petroleum Products - Lube Oil	Up to 5 years	\$100,000.00
Physical Examinations - Fire Rescue	Up to 5 years	\$225,000.00
Pipe, Cured-In-Place Pipe (CIPP)	Up to 5 years	\$3,000,000.00
Plans Examiner Services	Up to 5 years	\$300,000.00
Plumbing Services	Up to 5 years	\$100,000.00
Plumbing Supplies Catalog Discount	Up to 5 years	\$100,000.00
Polymer, Sludge Dewatering	Up to 5 years	\$150,000.00
Postal & Courier Services - Libraries	Up to 5 years	\$200,000.00
Pumpout Services for Cleaning Baffle Box & Sediment Collection Devices Countywide	Up to 5 years	\$180,000.00
Radio System (800 MHz) Maintenance Contract	Up to 5 years	\$500,000.00
Removal & Disposal of Dewatered Biosolids	Up to 5 years	\$230,000.00
Removal & Final Disposal of Mulch & Wood Waste	Up to 5 years	\$350,000.00
Retention Pond Mowing (Countywide): Natural Resources & Public Works	Up to 5 years	\$140,000.00
Road Construction Materials	Up to 5 years	\$4,000,000.00

**ANNUAL BID/QUOTE/PROPOSAL LIST  
FY 2018/2019**

- Over \$100,000 Annually -

COMMODITY/SERVICE	CONTRACT YEAR & RENEWAL OPTION	ESTIMATED ANNUAL EXPENDITURES (>\$100K)
Road Striping - Paint & Reflective Pavement Marking	Up to 5 years	\$150,000.00
Road Striping - Thermoplastic & Reflective Pavement Marking	Up to 5 years	\$1,400,000.00
SAP Support Services	Up to 5 years	\$150,000.00
SCAT Vehicle Fleet Maintenance & Repair Management Services	Up to 5 years	\$4,350,000.00
Security Services - Brevard Government Complexes	Up to 5 years	\$250,000.00
Security Services Unarmed - Multidepartmental	Up to 5 years	\$500,000.00
Select Common Fill - Same Road Landfill	Up to 5 years	\$100,000.00
Select Common Fill - for Landfills (CDF Only)	Up to 5 years	\$983,000.00
Septic Tank, Grease Trap, Lift Station & Sewage Hauling Services	Up to 5 years	\$140,000.00
Sodium Hypochlorite Supply Services	Up to 5 years	\$250,000.00
Soil Cement Pub Mill Mix	Up to 5 years	\$180,000.00
Soil Cement with Oil Injection	Up to 5 years	\$100,000.00
Street Sweeping and Inlet Basket Cleaning	Up to 5 years	\$100,000.00
Structured Cabling System - Small Projects/Limited Drop	Up to 5 years	\$100,000.00
Submersible Pump and Motor Repair Services	Up to 5 years	\$160,000.00
TDC - Website Development & Maintenance Services	Up to 5 years	\$200,000.00
Temporary Employment Services	Up to 5 years	\$250,000.00
Temporary Traffic Control Devices	Up to 5 years	\$100,000.00
Tire Shredding & Disposal Services	Up to 5 years	\$335,000.00
Traffic Sign Materials	Up to 5 years	\$100,000.00
Traffic Signal Construction, Rehab, Maintenance & Emergency Repairs	Up to 5 years	\$250,000.00
Transportation of Dead Bodies	Up to 6 years	\$167,000.00
Travel Media Relations (For TDO)	Up to 5 years	\$200,000.00
Tree Trimming and Removal Services	Up to 5 years	\$150,000.00
Trucking Services	Up to 5 years	\$110,000.00
Uniform Apparel: Fire Rescue	Up to 5 years	\$100,000.00
Water & Wastewater Treatment Chemicals - Sodium Hypochlorite (Brevard County Cooperative Bid)	Up to 5 years	\$100,000.00
Welding/Medical Gases & Supplies	Up to 5 years	\$100,000.00

F. 6  
4/7/20

## AGREEMENT TO EXTEND EXISTING CONTRACT

**THIS AMENDMENT TO THE CONTRACT**, is made and entered into on this 7th day of April 2020, 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, third renewal dated February 3, 2018, final renewal dated February 3, 2019, and first extension dated February 3, 2020 for the purposes of providing Special Magistrate Services to the County as a result of a competitive solicitation and evaluation of applications;


**WHEREAS**, the Parties desire to extend the Contract term for an additional ninety (90) days to provide sufficient time for solicitation and evaluation of applications for Special Magistrate Services.

**NOW THEREFORE**, the parties wish to extend the Contract dated April 3, 2020 as follows:

1. The term of the Contract executed by the parties effective April 3, 2020 shall be extended for ninety (90) days terminating on July 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.

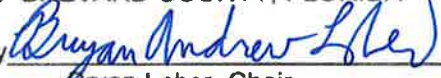
**IN WITNESS WHEREOF**, the County and Company have executed this Contract as of the date first written above.

ATTEST:

By   
Scott Ellis  
Clerk of the Circuit Court

BOARD OF COUNTY COMMISSIONERS

OF BREVARD COUNTY, FLORIDA

By   
Bryan Lober, Chair  
Brevard County Commission  
(As approved by the Board on April 7, 2020)

Reviewed for legal form and content:

By   
Assistant County Attorney

Special Magistrate:

By   
Stewart B. Capps

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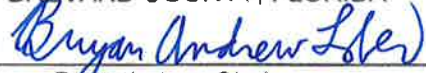
By

  
Scott Ellis  
Clerk of the Circuit Court

BOARD OF COUNTY COMMISSIONERS

OF BREVARD COUNTY, FLORIDA

By

  
Bryan Lober, Chair  
Brevard County Commission  
(As approved by the Board on April 7, 2020)

Reviewed for legal form and content:

By

  
Assistant County Attorney

Special Magistrate:

By

  
Stewart B. Capps