

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** April 1, 2025

VIA: Don G. Donaldson, P.E.
County Administrator

FROM: Krysti L. Brotherton, NIGP-CPP, CPPO, CPPB
Chief Procurement Officer

**SUBJECT: CONTRACTS THAT MEET THE THRESHOLD FOR BOARD
APPROVAL \$1 MILLION OR GREATER**

A. CONTRACTS OVER \$1,000,000 - Per Board direction, contracts valued at \$1,000,000 or more require approval by the Board of County Commissioners.

- 1. REAL ESTATE BROKERAGE SERVICES (RFP2025-3646)** – Continuing services agreement to provide brokerage, marketing, advisory and other associated services for Public Private Partnership (P3) projects for the sale, acquisition and/or lease of properties for the County.

NOTE: The County initiated negotiations with the two highest-scoring firms, CBRE, Inc. and Jones Lang LaSalle Americas, Inc. However, contract discussions with CBRE, Inc. reached an impasse over terms and could not be finalized. As a result, the County extended an opportunity to the next highest-ranked firm, Cushman & Wakefield U.S., Inc., which accepted and successfully negotiated a contract.

Project was publicly bid (Bid Tabulation attached).

Maximum Not-to-Exceed Value:	\$10,000,000.00
Maximum Not-to-Exceed Term:	5 years (3-year term plus two 1-year renewal options)

The contract shall terminate when the cumulative expenses reach the maximum value or term, whichever comes first. The contract is a standard form of Agreement approved by the County Attorney which allows for termination for cause or convenience at any time.

Fiscal Impact: Funding is allocated within various Departmental budgets, which are approved annually by the Board.

Recommended Action:

1. Move that the Board award the contract to the two (2) highest scoring proposers:
 - Jones Lang LaSalle Americas, Inc.
 - Cushman & Wakefield U.S., Inc.

2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

BCC MEETING DATE: April 8, 2025
AGENDA ITEM: DEPT-2

Per Board direction, all bidders have been notified of the recommendation of award and Board meeting date.

2. FOOD, FOOD SERVICE ITEMS & CLEANING SUPPLIES (RE-BID) (RFB2025-3661) – Continuing services contract to provide food, food services items and cleaning supplies to various Martin County facilities.

NOTE: On January 14, 2025, under Departmental item DEPT-2, the Board awarded two (2) contracts under RFB2025-3635 – Food, Food Service Items & Cleaning Supplies – to Allure Hospitality Suppliers, Inc. and Sysco Southeast Florida, LLC. However, the County was unable to successfully execute a contract with Sysco Southeast Florida, LLC due to an impasse over contract terms and conditions. With the remaining awarded vendor only offering pricing for paper, equipment, and supplies, the prime intent of the food contract was no longer met. As a result, the contract was canceled. Parks & Recreation Department staff reviewed and revised the solicitation documents to help ensure the County did not encounter the same issue moving forward. The updated solicitation was re-advertised under RFB2025-3661: Food, Food Service Items & Cleaning Supplies (Re-bid), and a contract award is now being requested below.

Project was publicly bid (Bid Tabulation attached).

Two (2) bids were received; however, one (1) was deemed non-responsive due to the bidder's failure to provide pricing for all listed items, which was a minimum requirement of the solicitation.

Maximum Not-to-Exceed Value: \$10,000,000.00
Maximum Not-to-Exceed Term: 5 years
(3-year term plus two 1-year renewal options)

The contract shall terminate when the cumulative expenses reach the maximum value or term, whichever comes first. The contract is a standard form of Agreement approved by the County Attorney which allows for termination for cause or convenience at any time.

Fiscal Impact: Funding is allocated within the Parks & Recreation Departmental budget, which is approved annually by the Board.

Recommended Action:

1. Move that the Board formally rescind the contract award for RFB2025-3635: Food, Food Service Items & Cleaning Supplies (awarded to Allure Hospitality Suppliers, Inc. and Sysco Southeast Florida, LLC on January 14, 2025 under DEPT-2); and
2. Move that the Board award the contract for RFB2025-3661: Food, Food Service Items & Cleaning Supplies to the sole responsive and responsible bidder, Cheney Brothers; and
3. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

Per Board direction, all bidders have been notified of the recommendation of award and Board meeting date.

B. CONTRACT AMENDMENTS OVER 10% OF ORIGINAL CONTRACT VALUE - In accordance with the Purchasing Manual, Section 3.1, contract amendments for contracts valued at \$500,000 or more that increase the total contract value by 10% or more require approval by the Board of County Commissioners.

1. BUILDING 17 RENOVATION FOR THE REACH CENTER (RFB2023-3538) – This project (Base Bid) includes but is not limited to renovating the existing Building 17 to be used as the Reimagining Education and Career Help (REACH) Center. This renovation includes the new framework, electrical, plumbing, interior finishes, sidewalk, security lighting, outdoor seating, and the rehabilitation of portions of the existing parking lot including all associated drainage, marking, and landscaping.

Purpose of Change Order: This change order includes the necessary materials, labor, equipment, and subcontractor services to perform electrical modifications identified during the construction process. It also incorporates AV equipment that was excluded from the original solicitation due to unknown requirements and specifications at the time of bidding; however, these costs were anticipated as part of the overall project. Additionally, the change order addresses the unanticipated cost of a transformer replacement by FPL.

Original Contract Amount: \$ 2,820,803.00 (Approved by BOCC on 11/7/23)
Change Order #1: \$ 91,840.26 (Approved Administratively on 4/16/24)
Change Order #2: \$ 142,863.27 (Approved Administratively on 9/23/24)
Change Order #3: \$ 173,398.37 (Approved by BOCC on 11/19/24)
Amount of Increase: \$ **191,082.93**
Total Contract Amount: \$ 3,419,987.83

Fiscal Impact: This change order is funded with U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) under the American Rescue Plan Act of 2021 (ARPA).

Recommended Action:

1. Move that the Board approve Change Order #4 to All-Site Construction, Inc., in the amount of \$191,082.93; and
2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

DGD/klb
Attachments