

**MARTIN COUNTY, FLORIDA  
SUPPLEMENTAL MEMORANDUM**

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**TO:** Honorable Members of the Board of County Commissioners      **DATE:** July 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**

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**A. CONTRACTS OVER \$500,000** - In accordance with the Purchasing Manual, Section 3.1, contracts valued at \$500,000 or more require approval by the Board of County Commissioners.

- 1. SAFETY BOOTS & SAFETY SUPPLIES / PERSONAL PROTECTIVE EQUIPMENT (PPE) (RFB2025-3679)** – Continuing services agreement for the supply of Safety Boots and Safety Supplies / Personal Protective Equipment (PPE) at discounted catalog pricing. Vendors must offer high-quality products, maintain reliable inventory, and provide responsive customer service. Vendors must have a physical storefront located within 25 driving miles of the Martin County Administrative Center (2401 SE Monterey Rd., Stuart, FL 34996) to allow County staff the opportunity to try on products for proper fit and selection.

This contract includes two award categories:

- Category 1: Safety Boots
- Category 2: Safety Supplies / PPE

Vendors were permitted to submit bids for one or both categories. Awards may be made to a single vendor for each category or to separate vendors for each category, at the County's sole discretion.

Contract was publicly bid (bid tabulation attached). Three (3) bids were received; however, one (1) was deemed non-responsive for not having a physical storefront within 25 driving miles, as required in the solicitation, and another was deemed non-responsive due to an incomplete bid package, which also included incorrect documentation.

**Fiscal Impact:** Funding is available within individual departmental operating budgets, as approved annually by the Board.

**Recommended Action:**

1. Move that the Board award the contract to the sole responsive, and responsible bidder, Safety and Boot Center, Inc. (Category 1 & Category 2); and
2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

**2. HEATING, VENTILATION & AIR CONDITIONING (HVAC) SUPPLIES (RFB2025-3685)**

– Continuing services agreement for the purchase of HVAC supplies necessary to support the maintenance, repair, and replacement of HVAC systems in County-owned and maintained facilities. The primary objective is to provide County personnel with a reliable in-store (counter service) purchasing option and delivery services for HVAC parts and components.

Contract was publicly bid (List of Bidders attached). Two (2) bids were received; however, one (1) was deemed non-responsive as it contained an incomplete bid form. In accordance with the solicitation requirements, bidders were required to provide a percentage discount for all listed items.

**Fiscal Impact:** Funding is available within individual departmental operating budgets, as approved annually by the Board.

**Recommended Action:**

1. Move that the Board award the contract to the sole responsive, and responsible bidder, The Ware Group, LLC (d/b/a Johnstone Supply); and
2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

DGD/klb  
Attachments