

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** August 5, 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

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. LIFT STATION / SEPTIC SYSTEM REPAIR, MAINTENANCE & INSPECTION SERVICES (RE-BID) (RFB2025-3684)** – Continuing services agreement for service, maintenance, repairs and emergency repairs for lift stations, mound pumps, grinder stations, plumbing and electric service and components, sewage line repair, replacement and clearing, septic tank and mound/grinder tank pump outs, and replacement/repairs, and inspections of septic drain fields for Martin County (County) owned or maintained systems.

Note: this contract was originally advertised on March 20, 2025 under RFB2025-3668: Lift Station / Septic System Repair, Maintenance & Inspection Services. However, all bids were deemed non-responsive and rejected for failure to submit the proper bid form. The contract was re-bid on June 2, 2025 under RFB2025-3684: Lift Station / Septic System Repair, Maintenance & Inspection Services (Re-bid).

This contract was publicly advertised for competitive bidding (see attached Bid Tabulation).

Four (4) bids were received; however, two (2) bids were deemed non-responsive / non-responsible because the bidders do not possess the license required by the solicitation.

Maximum Not-to-Exceed Value: \$750,000.00
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: Funds for this contract are allocated across various departmental budgets, as approved annually by the Board of County Commissioners (BOCC).

Recommended Action:

1. Move that the Board award the contract to the two (2) lowest, responsive, and responsible bidders, All Contractor Services, Inc. (d/b/a Rooter One) and Accurate Septic Services, Inc.; and
2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

2. GARAGE DOOR REPAIR & MAINTENANCE (RFB2025-3686) – Continuing services agreement to provide on-site maintenance and repair services for mechanized doors, including automatic sliding, swinging, and revolving models, at various locations throughout the County.

This contract was publicly advertised for competitive bidding (see attached Bid Tabulation).

Three (3) bids were received; however, two (2) bids were deemed non-responsive / non-responsible because one (1) bidder does not possess the certification required by the solicitation and another bidder submitted an incomplete bid.

Maximum Not-to-Exceed Value:	\$750,000.00
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: Funds for this contract are allocated across various departmental budgets, as approved annually by the Board of County Commissioners (BOCC).

Recommended Action:

1. Move that the Board award the contract to the lowest, responsive, and responsible bidder, Coast to Coast Garage Door LLC; and
2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.

DGD/klb
Attachments