

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** October 21, 2020

VIA: Taryn Kryzda
County Administrator

FROM: Krysti Brotherton
Purchasing Manager

SUBJECT: CONTRACTS THAT MEET THE THRESHOLD FOR BOARD APPROVAL

A. CONSULTANT’S COMPETITIVE NEGOTIATION ACT (CCNA) CONTRACT AWARD - In accordance with the Purchasing Manual, Section 3.1, CCNA contracts valued at \$200,000 or more require approval by the Board of County Commissioners.

1. MURPHY ROAD BRIDGE REPLACEMENT CONSTRUCTION ENGINEERING & INSPECTION (CEI) SERVICES (RFQ2020-3236) – Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for the construction of the Murphy Road Bridge Replacement project (RFB2020-3246).

Five (5) firms responded to a Request for Qualifications (RFQ) and a Selection Committee recommended AE Engineering, Inc. for Contract award (score sheet attached).

Fiscal Impact: The Contract is funded by Roads MSTU, Franchise Fees and Gas Tax funds.

Recommended Action:

1. Move that the Board award the Contract to AE Engineering, Inc. in the amount of \$570,900.00; and
2. Move that the Board authorize the County Administrator or designee to execute any and all documents related to this request.

B. REQUEST TO INCREASE CONTINUING SERVICES CONTRACT NOT-TO-EXCEED VALUES

1. FIRE RESCUE UNIFORMS (RFB2016-2860) - Purchase of uniforms for men and women including, but not limited to t-shirts, polo shirts, pants, jumpsuits, jackets, sweatshirts, hats coats and belts.

The current Contract not-to-exceed (NTE) limit for RFB2016-2860 is \$750,000.00 with a Contract expiration date of 9/30/2021 (includes renewal options). Due to Departmental expenditures nearing the Contract NTE limit, this Contract was re-bid (RFB2020-3258: Fire Rescue Uniforms) in September 2020. Most bids received were deemed non-responsive, therefore, an adequate Contract could not be awarded. All bids were rejected in accordance with the Martin County Purchasing Manual Section 17.6 (Rejection of Bids.), and this Contract will be re-bid.

Staff is requesting an increase to the current Contract not-to-exceed (NTE) limit for RFB2016-2860. The increase will allow for a continuation of acquisition of goods while the Fire Rescue Uniforms Contract is re-bid.

Original Contract NTE Limit:	\$750,000.00
Amount of this Request:	\$25,000.00
Total Contract NTE Limit:	\$775,000.00

Recommended Action:

1. Move that the Board approved a \$25,000 increase to the Contract NTE limit for RFB2016-2860: Fire Rescue Uniforms; and
 2. Move that the Board authorize the County Administrator or designee to execute any and all documents related to this request.
- 2. TREE TRIMMING (RFB2018-3046) –** Continuing services contract for the removal of trees, stump grinding and tree trimming. The majority of the work assigned under the agreement will be on road and storm water rights-of-way, real property and easements.

The current Contract not-to-exceed (NTE) limit for RFB2018-3046 is \$600,000.00 with a Contract expiration date of 4/9/2021 (does not include renewal options). Due to countywide departmental expenditures exceeding the Contract NTE limit, this Contract will be required to be re-bid.

Staff is requesting an increase to the current Contract not-to-exceed (NTE) limit for RFB2018-3046. The increase will allow for a continuation of services while the Tree Trimming Contract is re-bid.

Original Contract NTE Limit:	\$600,000.00
Amount of this Request:	\$50,000.00
Total Contract NTE Limit:	\$650,000.00

Recommended Action:

1. Move that the Board approved a \$50,000 increase to the Contract NTE limit for RFB2018-3046: Tree Trimming; and
2. Move that the Board authorize the County Administrator or designee to execute any and all documents related to this request.