

**MARTIN COUNTY, FLORIDA**  
**SUPPLEMENTAL MEMORANDUM**

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**TO:** Honorable Members of the Board    **DATE:** April 15, 2020  
of County Commissioners

**VIA:** Taryn Kryzda  
County Administrator

**FROM:** Krysti Brotherton  
Purchasing Manager

**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. HVAC SUPPLIES (RE-BID)** – continuing service contract including, but not limited to: electrical and HVAC supplies necessary to support maintenance, repair and replacement components of HVAC systems in all County buildings.

Two (2) bids were received (bid tabulation attached).

Maximum Not-to-Exceed Value: \$500,000  
Maximum Not-to-Exceed Term: 5 years

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 for individual projects is available in various division operating and/or capital budgets approved by the Board annually.

**Recommended Action:** Move that the Board award the contract to The Ware Group, LLC (dba Johnstone Supply).

**2. PUBLIC RELATIONS** – continuing service contract for creative services. Services may include but are not limited to: print and digital collateral design, internal/external communication pieces, photography, video, web and social media campaigns, crisis communications and public education campaigns.

Seven firms responded to a Request for Proposals (RFP) and a Selection Committee recommended two firms for contract award (score sheet attached).

Maximum Not-to-Exceed Value: \$500,000  
Maximum Not-to-Exceed Term: 5 years

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 for individual projects is available in various division operating and/or capital budgets approved by the Board annually.

**Recommended Action:** Move that the Board award the contract to Moore Communications Group (dba Moore, Inc.) and The M Network.

**B. CONSULTANT'S COMPETITIVE NEGOTIATION ACT (CCNA) CONTRACT AMENDMENT THAT CUMULATIVELY INCREASES THE TOTAL CONTRACT AWARD VALUE BY 10% OR MORE** - In accordance with the Purchasing Manual, Section 3.1, amendments to CCNA contracts valued at \$200,000 or more that cumulatively increase the total contract value by 10% or more require approval by the Board of County Commissioners.

**1. BOAT MOORING FIELDS** – provide a safe and secure anchorage along with amenities such as bathrooms, showers, laundry and a lounge and would be governed by a management plan that would provide a standard for boaters' activities, ensuring proper anchoring, pump out, maintenance and appearance of vessels.

**Purpose of Amendment:** As a result of damage from Hurricane Dorian, construction of a new, floating dinghy dock to replace and upgrade the current, damaged public dock is necessary to continue plans for the Manatee Pocket Managed Mooring Field. Applied Technology Management (ATM) will provide services for design, permitting, and submerged land lease revision relative to the new dock. Permits for the mooring field project have been awarded and grant funds have been approved for FY19-20. A redesigned floating dock will ensure the safety of mooring field patrons and mitigate risks from king tides, sea level rise, and storm surge that frequently submerge the current fixed dock.

**Original Contract Amount:** \$192,711.00\* (Awarded Administratively 5/17/17)

**Change Order #1:** \$39,000.00 (BCC approved 4/24/18)

**Change Order #2:** \$26,535.00 (BCC approved 2/12/19)

**Change Order #3:** \$34,400.00 (BCC approved 11/12/19)

**Amount of this Request:** **\$17,090.00**

**Total Contract Value:** \$309,736.00

\*The total contract amount is for both the Jensen Beach and Manatee Pocket Mooring fields. Change Order #1 was for the Jensen Beach site. Change Orders #2 and #3 were for the Manatee Pocket site. This request is for the Manatee Pocket site.

**Fiscal Impact:** Project is in the adopted FY20 Capital Improvement Plan (CIP) with funding from Vessel Registration Fees (CIP sheet attached).

**Recommended Action:** Move that the Board approve Change Order #4 to the Agreement with Applied Technology Management in the amount of \$17,090.00.