

**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

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. PLUMBING SUPPLIES (RFB2025-3650)** – Continuing services contract for the purchase of plumbing supplies to support maintenance, repair, and replacement of components in County-owned and maintained buildings. The primary intent is to provide County staff with an in-store purchase option (counter service) for plumbing supplies within a specified geographical radius and ensure timely delivery when shipping is necessary.

Project was publicly bid (List of Bidders attached).

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|------------------------------|--|
| Maximum Not-to-Exceed Value: | \$500,000.00 |
| 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 General Services Departmental budget, which is approved annually by the Board.

Recommended Action:

1. Move that the Board award the contract to the two (2) lowest, responsive, and responsible bidders:
 - Palm Beach Plumbing Parts, Inc.
 - Next Plumbing Supply, Inc.
2. 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.