

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** March 13, 2023

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. MUNICIPAL SERVICE BENEFIT UNIT (MSBU) SPECIAL ASSESSMENT PROGRAM MANAGEMENT (RFB2023-3475)** – Continuing services contract involving two phases of the Municipal Service Benefit Unit (MSBU) special assessment program management. Phase I covers the initial creation of each MSBU to completion. This phase involves working with County departmental staff and the County's outside legal consultant. Phase II covers the annual maintenance of the County's existing special assessments and involves working with the staff of Martin County's Tax Collector and Property Appraiser as well as the departmental staff of Martin County.

Phase I for implementation of new assessments covers two parts: base bid and additional services. The alternate bid requires more work than the base bid which is usually verification and tracking. The base bid is used by the Utilities Department for water and/or sewer assessments. The additional services bid is used by the Public Works Department and usually covers road enhancements and/or paving. Martin County currently has 30 assessments being maintained.

Project was publicly bid (bid tabulation attached).

Maximum Not-to-Exceed Value: \$750,000
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 for individual projects is available in various Departmental operating and/or capital budgets approved by the Board annually.

Recommended Action:

1. Move that the Board award the Contract to Governmental Management Services,

BCC MEETING DATE: March 21, 2023
AGENDA ITEM: CNST-1

LLC; and

2. Move that the Board authorize the County Administrator or designee to execute all documents related to this request.