

**MARTIN COUNTY, FLORIDA  
SUPPLEMENTAL MEMORANDUM**

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**TO:** Honorable Members of the Board of County Commissioners      **DATE:** June 10, 2020

**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 WITH TERMS GREATER THAN 5 YEARS** - In accordance with Section 3.1 of the Martin County Purchasing Manual, contracts with terms greater than 5 years require approval by the Board of County Commissioners.

1. **BANKING SERVICES** – Banking services for the Martin County Board of County Commissioners (Board) and the Clerk of the Circuit Court and Comptroller (Clerk). The banking services encompass the primary general operating (checking) accounts, numerous special purpose sub-accounts (such as payroll, utility, auction, escrow, golf course, etc.), procurement card services, and merchant card processing services. Banking services also include providing business processing services like positive pay fraud control, direct deposit and ACH file processing, and check image depositing.

Seven (7) firms responded to a Request for Proposals (RFP) and a Selection Committee recommended Contract award to the top ranked firm, Wells Fargo Bank, N.A. The County and Clerk were unable to negotiate a satisfactory contract with Wells Fargo Bank, N.A. and negotiations were terminated on January 23, 2020. Negotiations with the next highest ranked firm, JPMorgan Chase Bank, N.A., commenced on January 24, 2020.

Maximum NTE Contract Term: Three (3) year term plus three (3) one-year renewal options.

The contract term will also provide for an extension period not to exceed 180 days for transition to a new depository at the end of the term.

**Fiscal Impact:** Banking services are zero cost to the County because the bank fees are covered by an earnings credit calculated on the average daily balance of all accounts and sub-accounts. Historically, the bank balances necessary for normal operations have been sufficient to earn enough to cover all banking costs. As interest rates change, bank balances and other investment alternatives are monitored to determine the optimum balances to cover all costs. Additionally, the winning bid had included a year of no fees, so this current low interest rate environment will not require any adjustment to normal operating balances.

**Recommended Action:** Move that the Board authorize the County Administrator to execute the required Contract documents with JPMorgan Chase Bank, N.A. upon review and approval by the County Attorney.

**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. **Golf Course Master Plan** – In 2015, the County did a Request for Qualifications (RFQ) for a master plan and clubhouse design. In April 2015, a contract was awarded to HJA Design Studio for the first phase of the project which included current facility inventory, public workshops and conceptual planning. Amendment #1 for additional analysis was approved administratively on June 15, 2015. On September 12, 2017, the Board approved Amendment #2 to the contract for development of the design criteria for the golf course improvements and clubhouse design. On May 7, 2019, the Board approved Amendment #3 to the contract for design revisions. On October 8, 2019, the Board approved Amendment #4 to the contract for additional clubhouse design and proshop renovation revisions.

**Purpose of Amendment:** This Amendment includes the proshop interior redesign, range lighting addition and final civil engineering package for the Golf Clubhouse more specifically described in the Amendment attached.

<b>Original Contract Amount:</b>	<b>\$ 104,650.00</b>
<b>Amendment #1:</b>	<b>\$ 10,000.00</b>
<b>Amendment #2:</b>	<b>\$ 487,725.00</b>
<b>Amendment #3:</b>	<b>\$ 37,373.44</b>
<b>Amendment #4:</b>	<b>\$ 53,000.00</b>
<b>Amount of this Request:</b>	<b>\$ 44,500.00</b>
<b>Total Contract Value:</b>	<b>\$ 737,248.44</b>

**Fiscal Impact:** Project is in the FY 2019 Capital Improvement Plan (CIP sheet attached) and is funded by Sales Tax, Golf Course Development Fund, Ad Valorem and Debt Service.

**Recommended Action:** Move that the Board approve Amendment #5 to the contract with HJA Design Studio in the amount of \$44,500.