

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

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 \$1 MILLION OR GREATER**

A. CONTRACTS OVER \$1,000,000 - Per Board direction, contracts valued at \$1,000,000 or more require approval by the Board of County Commissioners.

- 1. COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) PROGRAM MANAGEMENT SERVICES** – Continuing services contract for Grant Writing and Grants Administration including grant and/or contract management for grant funded projects for FY 2019, 2020, and 2021 Community Development Block Grant-Mitigation (CDBG-MIT). Additional services may be included on an ongoing basis to be covered by other grant, loan or traditional funding sources at the sole discretion of the County. Such sources of funding may include, but are not limited to, DRI, FEMA, FDEM, USDOC, K/DREF Grant, Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Grants and Low-Interest Loans, Governor's Office of Tourism, Trade and Economic Development, Water Management District Coop funding, special appropriations and other applicable grant and low-interest loan funds through the Federal, State, or other public sources. The County anticipates applying for one or more grants including multiple CDBG categories. The anticipated award amount is \$6,000,000.00 or more (up to \$25,000,000) based on state approval.

Maximum Not-to-Exceed Value: \$1,250,000.00

Maximum Not-to-Exceed Term: 5 years

Two (2) firms responded to a Request for Proposals (RFP) and a Selection Committee recommended one (1) firm for contract award (score sheet attached).

Fiscal Impact: Funding for fees is available in the Human Services - Housing Program budget. If grant funding is awarded the fees will be paid for by the grant.

Recommended Action: Move that the Board award the Contract to Guardian Community Resource Management, Inc.

Per Board direction, all bidders have been notified of the recommendation of award and Board meeting date.