



# Brevard County Board of County Commissioners

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Legislation Text

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**File #:** 4930, **Version:** 1

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### **Subject:**

Permission to Procure Product or Services on the Vendor of Record for the County's Fiscal Year 2022-2023

### **Fiscal Impact:**

Estimated amounts to be procured are based upon historical use by County Departments and Offices and the Board's Adopted FY 2022-2023 Budget

### **Dept/Office:**

Central Services/Purchasing Services

### **Requested Action:**

It is requested that the Board:

1. Approve the use of the attached listing of Vendor of Record for the County's Fiscal Year 2022-2023 as these products or services have been determined to be the sole or single source; and
2. Approve the use of State Contract(s), Cooperative Contracts, and other agency contracts when market research dictates, that utilizing such is in the best interest of the County; and
3. Approve the competitive procurement when it's in the best interest of the County for the approved Vendor of Record or Cooperative Purchasing programs; and
4. Approve the issuance of purchase orders, and authorize the County Manager to execute contracts, contract renewals, contract amendments, and any necessary contract extensions, subject to the review and approval of the County Attorney's Office, Risk Management, and Purchasing Services.

### **Summary Explanation and Background:**

The Board's Policy BCC-25, Procurement, requires the Board's approval of the following purchases over \$100,000:

- Sole Source, Single Source, or Proprietary purchases, which in some cases may be the original equipment manufacturer ("OEM") for parts and service compatibility.
- Competitive State or other cooperative agreements, when market research dictates these contracts and agreements are in the best interest of the County.

Prior to the beginning of each fiscal year, Purchasing Services and Departments and Offices work together to develop a Vendor of Record ("VOR") for the Board's consideration and approval. The VOR provides Departments/Offices with identified vendors of sole/single sources including original equipment manufacturers and sole authorization distributors listed within these categories that have been researched and determined to be in the County's best interest to procure in this manner.

The VOR contains vendors in a purchasing arrangement known as Brevard County Public Entity Purchasing Cooperative ("Purchasing Cooperative"). The Purchasing Cooperative entities within Brevard County

geographic area have entered into an Interlocal Agreement, to create a Cooperative Purchasing group. The Purchasing Cooperative program contributes to cost savings by taking advantage of volume buying, consolidated bid solicitation, and product testing. This program also facilitates the sharing of information and expertise about commodities and services being procured and often attracts more competition and reduces administrative costs. Additionally, the VOR provides for intergovernmental cooperative purchasing programs, through the National Association of State Procurement Officials ("NASPO"), Sourcewell, Western State Contracting Alliance ("WSCA"), and U.S. Communities, which offer local governments access to national solicited contracts that may provide significant reductions in price and guaranteed to deliver features.

Purchasing Services reviewed each Department and Office's requests for market justifications for each vendor listed as Vendor of Record. This approach minimizes administrative costs, ensures efficient use of available funds, and provides for the timely procurement of products and services. The costs associated with the procurement of the products and services are allocated to individual Departments and Offices based on the Board's Adopted FY 2022-2023 Budget.

### **Clerk to the Board Instructions:**