



# Brevard County Board of County Commissioners

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Legislation Text

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**File #:** 1891, **Version:** 1

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### **Subject:**

Permission to Issue Open Purchase Orders (FY2020/2021) to Approved Vendors of Record (VOR)

### **Fiscal Impact:**

Estimated annual amounts are based upon historical use. Minimizing administrative costs insures efficient use of available funds and the timely provision of commodities and services. Establishment of costs associated with these commodities/services is allocated to individual agencies funding source. Funds will be encumbered through user initiated blanket purchase orders.

### **Dept/Office:**

Central Services / Purchasing Services

### **Requested Action:**

It is requested the Board:

1. Approve the use of State Contract, cooperative contracts and other agency contracts as vendors of record on the attached list.
2. Approve the use of the attached vendors determined to be the sole source for the products or services indicated.
3. Approve the issuance of blanket purchase orders and authorize the Chair to execute contracts and all contract related documents to those vendors, exceeding \$100,000 subject to review and approval by the County Attorney's Office, Risk Management, and Purchasing Services approval.
4. Approve competitive action in the event of unforeseen changes to the approved vendors and/or the cooperative purchasing programs.

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

County Policy BCC-25 requires Board approval to purchase from:

1. Competitive State or other cooperative agreements exceeding \$100,000.
2. Sole source, Single Source and/or Proprietary purchase, which in some cases may be the original equipment manufacturer (OEM) for parts and service compatibility, where purchase exceeds \$100,000.

On Sept. 15, 1987, the Board directed vendors of record within these categories be brought to the Board for approval on an annual basis. Approval of this action will eliminate repetitive Board action requesting permission to utilize vendors of record listed. Also, to expedite the process, the Assistant County Managers currently have Board authorization to approve utilization of vendors of record listed up to \$50,000 and County Manager up to \$100,000.

On August 9, 2011 the Board approved an Interlocal Agreement to allow participation in a purchasing

arrangement now known as the Brevard County Public Entity Purchasing Cooperative. Local Governmental entities within the Brevard County geographic area have entered into an Interlocal Agreement to create a Cooperative Purchasing group. Cooperative purchasing programs contribute to cost savings by taking advantage of volume buying, consolidated bid solicitation and product testing. These programs also facilitate the sharing of information and expertise about commodities and services being procured and often attract more competition and reduce administrative costs.

Brevard County also participates in other 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 government's access to nationally solicited contracts that provide significant reductions in price and guaranteed delivery features.

Commodity contracts initiated by the State of Florida promote quality control, continuity and product standardization. The State of Florida bids present a cost savings, as those contracts executed in prior years and extended at the same pricing are not influenced by inflation. Likewise, the State of Florida evaluates each bid to ensure that the continuance of a contract is favorable prior to extension of the agreement.

OEM (Original Equipment Manufacturer) repair and/or parts vendors, or their exclusive authorized representatives, provide service, usually for heavy industrial equipment. Their services are not normally franchised to retailers but retained under the control of the OEM to ensure quality control and equipment reputation. Copies of authorization letters are on file at Purchasing Services. In addition to providing a high level of quality and longevity, use of OEM parts and service providers insures that equipment warranties are not diminished or voided.

Approval of this action will eliminate additional Board actions granting permission to purchase common items and services from differing Board agencies.

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

None