



Brevard County Board of County Commissioners

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Legislation Text

File #: 3184, **Version:** 1

Subject:

Permission to Issue Purchase Orders (FY 2021/2022) to Approved Vendors of Record (VOR)

Fiscal Impact:

Estimated annual amounts are based upon historical use. Department analysis and Purchasing Services market justifications of the below approvals minimize administrative costs, ensures efficient use of available funds, and provides for 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 that the Board:

1. Approve the use of the attached vendors determined to be the sole source for the products or services indicated;
2. Approve the issuance of purchase orders, and authorize the Chair to execute contracts, contract renewals, contract amendments, and any necessary contract extensions, to those vendors exceeding \$100,000.00; subject to review and approval by the County Attorney's Office, Risk Management, and Purchasing Services approval;
3. Approve competitive action in the event of unforeseen changes to the approved vendors, and/or the cooperative purchasing programs; and
4. Approve the use of State Contract(s), cooperative contracts and other agency contracts as vendors of record per the attached list, when market research dictates, utilizing one of these existing contracts is in the best interest of the County.

Summary Explanation and Background:

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

- Sole Source, Single Source, and/or Proprietary purchases, which in some cases may be the original equipment manufacturer (OEM) for parts and service compatibility, where purchases exceed \$100,000.00.
- Competitive State contracts or other cooperative agreements, exceeding \$100,000.00, when market research dictates these contracts and agreements are in the best interest of the County.

On September 15, 1987, the Board directed Vendors of Record within these categories to 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 this process, the Assistant County

Managers presently have Board authorization to approve utilization of Vendors of Record listed up to \$50,000.00 and the County Manager up to \$100,000.00.

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 governments access to national solicited contracts that may provide significant reductions in price and guaranteed delivery features. These contracts would only be utilized by County staff when it has been determined that their utilization is in the best interest of the County.

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 ensures 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.

Estimated annual amounts are based upon historical use. Minimizing administrative costs ensures 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.

Clerk to the Board Instructions:

None