



Brevard County Board of County Commissioners

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Legislation Text

File #: 4990, **Version:** 1

Subject:

Permission to Issue Annual Supply Bids, Proposals, and Requests for Qualifications or Negotiate Competitive Agreements for the County Fiscal Year 2022-2023

Fiscal Impact:

The estimated expenditures to procure these commodities and services are based upon historical use by County Departments and Offices and are within their Board Adopted FY 2022-2023 Budget.

Dept/Office:

Central Services/Purchasing Services

Requested Action:

It is requested that the Board authorize Purchasing Services to coordinate the following procurement actions:

1. Solicit competitive bids, quotes, or negotiated competitive agreements and award to the lowest responsive, responsible, and most qualified vendor(s); and
2. Solicit competitive proposals and requests for qualifications, establish selection and negotiation committees approved by the County Manager, or designee, and award to the highest ranked proposer (s); and
3. Exercise renewal options upon evaluation of the supplier's performance and recommendation from the user Department or Office; and
4. Approval for the County Manager to award and execute contracts, contract renewals, contract amendments, contract extensions, and purchase orders subject to the review and approval of the County Attorney's Office, Risk Management, and Purchasing Services.

Summary Explanation and Background:

The Board Policy BCC-25, Procurement, requires the Board's approval of procurement over \$100,000. Prior to the beginning of each fiscal year, Purchasing Services and Departments and Offices work together to develop an Annual Bid/Quote/Proposal List (BQP) for the Board's approval. Departments and Offices estimate their annual procurement requirements for the items listed on the BQP and are grouped by category for these commodities in order to develop a procurement process that achieves savings using formal competitive processes. The annual competitive process establishes a source, a firm price, and a performance period on high-volume, repetitive materials, and continuing services.

Approval of the BQP by the Board will grant permission to purchase routinely used commodities and services, eliminate an estimated several thousand individual purchase order transactions as well as expedite the award process.

Procurement of professional consultants will be solicited in accordance with Board Policy BCC-26, Acquisition of Consultant Professional Services, and Section 287.055, Florida Statutes. The BCC Policy and Florida Statutes allow the County to enter into contracts for professional services for projects in which the estimated construction costs do not exceed \$4 million per project or study or work if the professional services do not exceed \$500 thousand.

Annual negotiated competitive agreements and/or discounts establish a firm source period, and price on high-volume materials and services, significantly reducing the number of repetitive, expensive daily purchase transactions through the utilization of open purchase orders

The evaluation of renewal options utilizes factors such as market data, level of competition available, inflation and vendor performance. The Departments and Offices along with Purchasing Services will document recommendations for exercising renewal options in the official bid or proposal files.

Formal contract renewals will be in accordance with Administrative Order AO-29, Contract Administration.

Minimizing administrative costs by reducing and consolidating Board actions for competitive annual procurement of commodities and services ensures efficient use of available funds and the timely provision of commodities and services. The estimated costs associated with the commodities and services in the BQP are allocated to individual Departments and Offices based on the Board's Adopted FY 2022-2023 Budget.

Clerk to the Board Instructions: