

SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT: Contracts and Purchasing

DEPARTMENT: Fiscal Services **DIVISION:** Purchasing and Contracts Division

AUTHORIZED BY: Lisa H. Spriggs  **CONTACT:** Ray Hooper  **EXT.** 7111

Agenda Date 12/09/03 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐
Public Hearing – 1:30 ☐ **Public Hearing – 7:00** ☐

MOTION/RECOMMENDATION:

BACKGROUND:

CONSTRUCTION CONTRACTS

18. **Award CC-1219-03/TLC – Markham Trailhead Facility – Seminole Wekiva Trail to Marbek Constructors, Inc., Orlando (\$517,871.95).**

CC-1219-03/TLC will provide for all labor, materials, equipment, transportation, coordination and incidentals necessary for the construction of the Markham Trailhead Facility of the Seminole Wekiva Trail. This construction project will

Reviewed by:

Co Atty: _____

DFS: _____

Other: _____

DCM: 

CM: 

File No. CFSP00

include, site preparation, restrooms, asphalt trail pavement, irrigation, landscape, park furniture and concrete sidewalk with emphasis on highly aesthetic quality finished product.

This project was publicly advertised and the County received four responses. The Review Committee, which consisted of David Martin, P.E., Engineering; and Frank Van Pelt, CPM, Special Projects Team Leader, and Skip Groeneveld, Project Implementation Coordinator, evaluated the submittals. Consideration was given to each firm's bid price, qualifications and experience.

The Review Committee recommends award of the contract to the lowest priced responsive, responsible bidder, Marbek Constructors, Inc., Orlando, in the amount of \$517,871.95. The completion time for this project is 180 calendar days from issuance of the Notice to Proceed by the County.

This is a budgeted project and funds are available in account number 077501-6067 (Engineering Roads) (PE50042X). Public Works Department/Engineering Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

19. Approve Change Order #3 to CC-1210-03/BJC – Orange Boulevard Hydraulic Loop Project, with Prime Construction Group, Inc. of Orlando (\$77,354.22) (Time Extension).

CC-1210-03/BJC will provide all labor, materials, equipment, transportation, coordination and incidentals necessary for the construction of approximately 6,000 LF of 12" DI water main within existing County right-of-way. Construction will also include approximately 410 LF of 12" HDPE directional drill pipe under an existing canal. Change Order #3 will authorize the Contractor to construct a 12-inch above ground pressure sustaining valve along Orange Blvd and one to the West of Hickman Drive. These valves will better control pressure and flow between water distribution systems on the East (Monroe Plant) and West (Hickman Drive). An additional eight (8) calendar days will be required for the completion of this project. The following is the summary of the cost of the contract:

Original Contract Sum	\$449,458.00
Change Order #1 & 2	10,274.87
Add Change Order #3	<u>77,354.22</u> (+8 days)
Revised Contract Sum	\$537,087.09

This is a budgeted project and funds are available in account number 40102-087879-56065000 (Lk Monroe/SR 46/Orange Blvd WM Loop) CIP #DR85612X. Environmental Services/Water-Waste Water Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve

the project and authorize the County Manager to execute the agreement as prepared by the County Attorney's Office.

20. **Approve Change Order #3 to FC-1156-01/BJC – C.R. 427 – Phase I (from S.R. 436 to North Street), with Southland Construction, Inc., Apopka (\$350,098.42) (Time Extension).**

FC-1156-01/BJC provides for all labor, materials, equipment, coordination and incidentals necessary for the construction of a four (4) lane urban roadway approximately 1.8 miles in length along existing 2 lane corridor from S.R. 436 to North Street (C.R. 427 – Phase I).

Change Order #3 will provide for new pay items and quantity adjustments of existing pay items for work associated with coordination with the U.S. Postal Service, avoidance of a gas main, additional work required to match the new road with the railroad crossing, property acquisition requirements, signalization revisions, along with additional signage, striping, maintenance of traffic and field office items. An additional 201 calendar days of contract time is required for the completion of the project. The following is the summary of the cost of the contract:

Original Contract Sum	\$6,296,516.22
Change Order #1 & 2	320,184.08 (+30 days)
Add Change Order #3	<u>350,098.42 (+201 days)</u>
Revised Contract Sum	\$6,966,798.72

Funds will be adjusted by the Budget Division to ensure appropriate funds are available in account numbers 077515-56067000 (Engineering, Roads) and 077521-56067000 (Arterial Road Projects, Roads) CIP #DE51032Z. Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve and authorize the Chairman to execute the Change Order.

21. **Approve Amendment #1 to Work Order #61 – Palm Springs Road Paving, FC-1139-00/BJC – Public Works Minor Construction under \$500,000 with Central Florida Environmental, Longwood (\$8,566.86).**

FC-1139-00/BJC provides for construction services on minor construction projects. Work Order #61 provides for the paving of Palm Springs Road and associated stormwater improvements in the amount of \$121,947.15. Amendment #1 will provide for quantity over-runs and material changes in the amount of \$8,566.86 for a revised Work Order total of \$130,514.01. No additional time is required for the completion of this Work Order.

Funds are available in account number 077441-56067000 (Roads, Roads). Public Works/Road Operations and Fiscal Services/Purchasing and Contracts Division

recommend the Board to approve and authorize the County Manager to execute the 1st Amendment to Work Order #61.

- 22. Accept and authorize the Chairman to execute the Certificate of Final Completion for CC-1190-02/BJC – Southeast Regional/Lake Hayes Water Transmission Main – Phase I, with Garney Construction, Inc., (Certificate of Completion).**

CC-1190-02/BJC provided for all labor, materials, equipment and coordination necessary for the installation of a water transmission main that is approximately 11,200 linear feet of 30-inch and 12-inch water main, along with fittings, valves, miscellaneous appurtenances, testing, site restoration, clean-up, and all incidentals necessary to complete water main, ready for operation. As of November 18, 2003, all work and documentation has been satisfactorily completed. Environmental Services and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the acceptance and authorize the Chairman to execute the Certificate of Completion.

PROFESSIONAL SERVICES CONTRACTS

- 23. Approve ranking list for PS-5149-03/BJC –Agreement for CEI Services for Markham Woods Road Three Laning from Springs Landing Blvd. to E E Williamson Road and award an Agreement to HNTB Corporation, Orlando (Not-to-Exceed \$400,000.00).**

PS-5149-03/BJC will provide various professional services related to construction and engineering inspections for the construction of the three laning from Springs Landing Blvd. to E E Williamson Road.

This project was publicly advertised and the County received sixteen submittals (listed in alphabetical order):

- A2 Group, Inc., Orlando;
- AB/WCG Joint Venture, Orlando;
- ASC Geosciences, Inc., Lakeland;
- C&M Environmental and Geotechnical Services, Inc., Ocoee;
- Carter & Burgess, Inc., Orlando;
- CPH Engineers, Inc., Sanford;
- Dyer, Riddle, Mills & Precourt, Inc., Orlando;
- HNTB Corporation, Orlando;
- Jones, Edmunds & Associates, Inc., Fruitland Park;
- KCCS, Inc., Orlando;
- Keith & Schnars, P.A., Altamonte Springs;
- Kwame Building Group, Inc., Orlando;
- MACTEC Engineering and Consulting, Inc., Orlando;

- PEC, Orlando;
- Volkert & Associates, Inc., Tampa;
- ZHA Incorporated, Orlando.

The Evaluation Committee, which consisted of Antoine Khoury, P.E., Principal Engineer, Public Works; Steve Krug, P.E., Principal Engineer, Public Works; Jerry McCollum, P.E., County Engineer, Public Works; Tom Radzai, Senior Engineer, Public Works; and Co-Co Wu, P.E., Principal Engineer, Public Works evaluated the submittals and short-listed three firms.

The Evaluation Committee interviewed the following three short-listed firms:

- Carter & Burgess, Inc., Orlando;
- HNTB Corporation, Orlando;
- Keith & Schnars, P.A., Altamonte Springs.

Consideration was given to the following criteria:

- Proposed Approach to performing the work;
- Similar Project Experience;
- Past Performance/Past Record;
- Experience of Firm/Individual.

The Evaluation Committee recommends that the Board approve the ranking below and authorize staff to negotiate in accordance with F.S. 287.055, the Consultants Competitive Negotiation Act (CCNA):

1. HNTB Corporation, Orlando;
2. Keith & Schnars, P.A., Altamonte Springs;
3. Carter & Burgess, Inc., Orlando.

Public Works/ Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the ranking, authorize staff to negotiate and authorize the Chairman to execute an Agreement as prepared by the County Attorney's Office.

24. Waive the procurement process and authorize the issuance of Work Order Two under PS-599-01/BJC to Glatting, Jackson, Kercher, Anglin, Lopez & Rinehart, Inc. of Orlando, FL (NTE \$50,000.00).

On October 14, 2003, the Board of County Commissioners, sitting as the U.S. 17-92 Community Redevelopment Agency (CRA), authorized the appropriation of \$175,000 of CRA money for the Fern Park Multi-Modal Sector Plan and Development Framework and authorized the Chairman to execute a professional services contract with the consultant, Glatting Jackson Kercher Anglin Lopez Rinehart Inc. (Glatting Jackson).

The Planning and Development Department is concurrently supplying \$50,000.00 for the Fern Park Multi-Modal Transportation Sector Plan portion of the CRA contract. The County will realize economies of scale by having the same consultant complete both the work needed by the CRA and Planning & Development. This will save money by avoiding duplication of effort in the interview portion and data collection efforts. Since PS-599-01/BJC has multiple consultants, the Board's approval is required to issue a proprietary source work order directly to Glatting Jackson.

This is a budgeted project and funds are available in account number 110200-53031000. The Planning and Development Department/Planning Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the work order and authorize the County Manager to execute Work Order Two.

25. Approve Amendment #2 to PS-527-98/BJC – Construction Engineering and Inspection (CE&I) Services for C.R. 427 – Phase I, with Earth Tech Consulting Inc., Orlando (\$255,437.43).

PS-527-98/BJC provides for services necessary to administer the construction contract to determine that the project is constructed in reasonable conformity with the plans, specifications and contract provisions. Amendment #2 will provide for additional CE&I services at a cost of \$255,437.43 to allow for delays in the construction phase of this project.

The following is the summary of the cost of the contract:

Original Contract Sum	\$600,000.00
Amendment #1	64,344.00
Add Amendment #2	<u>255,437.43</u>
Revised Contract Sum	\$919,781.43

Funds are available in account numbers 077515-56067000 (Engineering, Roads) and 077521-56067000 (Arterial Road Projects, Roads) CIP #DE51032Z and 077519-56067000 (Altamonte Springs, Roads) CIP #CITYALT3. Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve and authorize the County Manager to execute the Amendment.

REQUEST FOR PROPOSALS

26. Approve the First Renewal for RFP-4173-02/BJC – Closing Agent/Title Search Services, with American Acquisition Title, Tampa (January 18, 2004 through January 17, 2005) (Not to exceed \$600,000.00 per year).

RFP-4173-02/BJC provides for a qualified firm to furnish professional services, perform title search services and issue title insurance in favor of the County. The

Consultant will be responsible for technical legal issues and the handling of real estate closings for parcels for which title insurance policies are to be issued and for all processes and procedures relating to such real estate closings and issues.

American Acquisition Title, Inc., has agreed to renew their agreement for the period January 18, 2004 through January 17, 2005 at the current rates, terms and conditions and at the sole option of the County may renew this agreement for one additional 12 month period.

Authorization for performance of services by the Consultant under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be negotiated on an as-needed basis for each project phase.

The County Attorney's Office and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the renewal and authorize Purchasing and Contracts Division to notify the Consultant of such action.

- 27. Accept and authorize the Chairman to execute the Certificate of Completion for RFP-4115-01/BJC – Remediation of Public Safety Building with Wharton-Smith, Inc., Lake Monroe (Certificate of Completion).**

RFP-4115-01/BJC provided for the remediation work for the Public Safety Building. As of October 30, 2003, all work and documentation have been satisfactory completed. Administrative Services Department and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the acceptance of this project and authorize the Chairman to execute the Certificate of Completion.

- 28. Approve Amendment Three to RFP-4128-01/BJC – Professional Appraisal Services for Lake Drive Road Improvement Project, to Clayton, Roper & Marshall, Inc., Altamonte Springs (\$225,000.00).**

On 5/28/02, the Board competitively awarded RFP-4128-01/BJC for appraisal services on the Lake Drive Road improvement project. Lake Drive is an existing two-lane paved rural roadway with an open swale drainage system located within both Seminole County and the City of Casselberry. The entire length of the new corridor from Seminola Boulevard to Tuskawilla Road is approximately 2.5 miles. The westward portion of Lake Drive between Eaton Way and Seminola Boulevard is located within the City of Casselberry. The eastward portion of Lake Drive is located within Seminole County.

There were sixty-six (66) parcels to be acquired for the construction of the necessary roadway improvements for this project. Amendment One only changed the contract language and did not change the dollar amount or period of performance. Amendment Two provided for new and/or additional parcels

identified in Phase I for the Lake Drive Road improvements. This Amendment is necessary to complete appraisal and engineering services for the remaining project parcels. Services are to include 1) original appraisals and 2) appraisal updates when required for Order of Taking Hearings including trail preparation and expert witness testimony. The revised Not-to-Exceed amount for this project is \$541,506.00.

This is a budgeted project and funds are available in account numbers 077515-56061000 (Engineering, Lands) and 077525-56061000 (S/Central Collector Projects, Lands) CIP #DE55021Z. County Attorney's Office and Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the amendment and authorize the County Manager to execute Amendment Three as prepared by the County Attorney's Office.

29. Approve Amendment One to RFP-4129-01/BJC – Right-of-Way Acquisition Services for Lake Drive Road Improvement, to PBS&J, Orlando (\$20,892.00).

On 3/26/02, the Board competitively awarded RFP-4129-01/BJC for right-of-way acquisition services for approximately sixty-six (66) parcels on Lake Drive Road. This Amendment is necessary to complete acquisition services for the remaining project parcels. The revised Not-to-Exceed amount for this project is \$270,892.00.

This is a budgeted project and funds are available in account numbers 077515-56061000 (Engineering, Lands) and 077525-56061000 (S/Central Collector Projects, Lands) CIP #DE55021Z. County Attorney's Office and Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the amendment and authorize the County Manager to execute Amendment One as prepared by the County Attorney's Office.

30. Award RFP-4201-03/BJC – Procurement and Installation Coordination of the Seminole County Criminal Justice Facility Furniture, to Thomas W. Ruff & Co., Maitland (\$752,310.97).

RFP-4201-03/BJC will provide for all labor, materials, transportation, coordination, project management, warehousing and all incidentals necessary to furnish furniture for the Seminole County Criminal Justice Facility in Seminole County. The scope of services addressed the following requirements for this project:

1. QUALIFICATIONS AND REQUIREMENTS

A. Design Service: The selected provider must employ in-house designers to interface with the Owners Representative, User Groups, and Architects/Designers. Designer(s) must be familiar with the desired project lines and utilize Computer Aided Design (CADD) tools to project the final

furniture plans.

B. Project Management: The proposed Project Manager must be an employee of the firm. The Project Manager will be involved from the planning stage of the project through to installation and completion of the Project and will attend all planning and facilities meetings, and will be on-site during delivery and installation of all furniture and equipment. The Project Manager will coordinate schedule of final delivery with Construction Manager to avoid delays or interruption of the final installation.

C. Warehousing and installation: The selected dealer must provide evidence of available storage capacity in a warehouse owned or leased and capable of receiving, storing, inventorying, pre-assembling, staging, and delivering to site if necessary. The selected provider may schedule deliveries directly from the manufacturer to the Project with proper schedule coordination and approval by the Owner and Construction Manager. Perform installation using factory-trained installers, which are employees of the dealer. Furniture stored in the Dealer's warehouse will be transported to the site in vehicles owned by the Dealer and with the Project Manager on-site.

2. SCOPE OF DEALER/INSTALLER SERVICES

The following describes the services that the selected provider/installer will be expected to perform during the course of the project. The respondent is to note any exceptions to these services in the response.

A. Existing Furnishings: A preliminary inventory of existing furniture has been prepared which indicates furnishings to be moved from current department offices in downtown Sanford, Florida, to the new Project. The selected provider will monitor and update the inventory prior to the final move and coordinate piece location within each department in the new facility. Services will include on-site move coordination, vehicles, labor, and installation of existing furniture for the State Attorney and Public Defender Divisions. These divisions are located on the 2nd and 3rd floors of the new Project respectively.

B. Schematic Design Phase

1) Review all designs and preliminary product selection (basis of design) submitted for response. Advise on appropriateness of product selection to the desired application, availability of product, and any time requirements/concerns.

2) Recommend in writing and with drawings and product data any alternative products within the product line specified to reduce

the cost, but maintain quality and design intent.

3) Prepare manufacturers pictorial and descriptive "cut sheet" book of all intended and alternate furniture pieces. Include piece descriptions such as dimensions, operation, materials, power/data requirements, warranties, and samples of fabric and finishes.

4) Provide a schedule for the remaining document phases, manufacturing, delivery, and installation of the furniture.

5) Prepare and maintain detailed pricing of furniture line as specified and based on the workspace typical included in this RFP.

C. Design Development Phase

1) Review specific material specifications and design details. Advise on product, applications, long lead items, and additional costs associated with "special" components that may be required to address the typical specifications as outlined in the RFP.

2) Update the furniture "cut sheet" book and cost estimate as needed and appropriate.

3) Update project schedule as needed and appropriate.

4) Provide mock-up of typical Judges and assistant's office furnishing, and selected samples of courtroom pieces for review by the Owner and Designer. Schedule to be determined at a later date.

D. Documentation Phase

1) Provide a hard copy of all documentation to the Owner, Designer, and Architect. Provide an AutoCAD 2000 compatible furniture plan file with all workspace typicals.

2) Update furniture manufacturing and installation schedule as needed and appropriate.

E. Manufacturing Phase

1) Advise Owner, Construction Manager, and design team of any anticipated delays that may arise due to manufacturing or delivery issues.

2) Attend weekly or bi-weekly project construction meetings when necessary or as requested to advise the design/construction

team, highlight scheduling issues, coordinate installation, call to attention any required decisions needed to perform your duties, and administer any correction necessitated by the Design/construction team.

3) Coordinate in a timely manner with the Owner and Construction Manager when necessary for any installation and electrical coordination as required.

F. Installation Phase

1) Develop schedule with Owner, Construction Manager, and Owner's Representative.

2) Coordinate in a timely manner with Owner, Construction Manager, and Owner's Representative for delivery during all phases of installation.

3) Coordinate moving and installation requirements of the existing furniture with the affected County Divisions, Owner, Construction Manager, and Owner's Representative.

4) Maintain communication with the Owner, Construction Manager, and Design team with weekly reports of installation status.

G. Post-Installation Phase

1) In conjunction with the Owner, Construction Manager, and the Design team, create a comprehensive punch list. All deficiencies are to be remedied within seven (7) days of receipt of the punch list. Any items that will take longer to remedy should be brought to the attention of the Owner and the Construction Manager.

2) Advise Owner, Construction Manager, and Design team, in writing, of any items that will not be completed within seven-day window with an explanation of the delay and the scheduled date of completion.

3) Provide all documentation of as-built/installed drawings, guarantees, warranties, and manuals to client for their record.

This project was publicly advertised and the County received six (6) options from four (4) Proposers in response to the solicitation (listed in alphabetical order):

- Florida Business Interior, Lake Mary;
- Interior Contract Services, Inc., Orlando;

- Thomas W. Ruff Co., Maitland and
- Workscapes, Inc., Winter Park.

The Evaluation Committee, which consisted of Jamie Croteau, Administrative Services Department Director; Gary Johnson, Public Works Department Director; Meloney Lung, Support Services Manager; Frank Raymond, Senior Coordinator; Angi Thompson, Principal Analyst evaluated the submittals. The initial evaluation criteria consisted of the following:

- Required Submittals
- Past Performance
- Project Manager
- Design Service
- Warehousing and Installation
- Technology
- Ergonomics
- Warranties
- Schedule
- Support Service
- Safety
- Cost Proposal

Based on the acceptability of the alternate items, the Committee evaluated the lowest price proposal with Options (Thomas W. Ruff & Co.) for substitutions. A site visit was conducted by the Evaluation Committee and acceptable substitutions were comprised of some chairs and partition furniture systems. Staff requested Best and Final Offers from the following firms (listed in alphabetical order):

- Thomas W. Ruff & Co., Maitland;
- Workscapes, Inc., Winter Park.

After the compilation and analysis of the Best and Final Offers, the Evaluation Committee recommends the Board to award to the lowest responsible bidder to Thomas W. Ruff & Co., Maitland, in the amount of \$752,310.97. This RFP included the provision to purchasing the Judges' furniture in order to consolidate this requirement for volume pricing and interior décor matching. The value of the Judges' furniture is \$210,263.49 and it is staff recommendation to include this portion in the award of this agenda item.

Administrative Services/Support Services and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the project and authorize the Chairman to execute the Agreement as prepared and approved by the County Attorney's Office with no major deviation in terms and pursuant to the requirements of the Request for Proposal documents.

TERM CONTRACTS

31. **Approve Amendment #1 to A/B-388-00/JVP – Term Contract for Traffic Barricades, with Bob's Barricades, Orlando (Not-to-Exceed \$125,000.00).**

A.B-388-00/JVP provides for rental of barricades for various projects throughout the County.

Amendment #1 will provide for an increase to the annual usage of the contract which will allow other Departments and Divisions to utilize this contract. The revised estimated usage of this contract is \$125,000.00 until the end of the contract term, April 5, 2005.

Authorization for performance of services by the Contractor under this authorization shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis based as directed by the County Project manager.

Public Works/Roads and Traffic Engineering and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the issuance of Purchase Orders on an as needed basis.

SOLE SOURCE/PROPRIETARY SOURCE

32. **Waive the procurement process, approve Sole Source Procurement and award M-405-03/PER for the Comprehensive Support for Wonderware software for the Water and Sewer Division on an as needed basis, with Insource Software Solutions, Inc., Richmond, VA (Not-to-Exceed \$100,000.00 for five [5] year period).**

M-405-03/PER with Insource Software Solutions, Inc. will provide for the maintenance of Wonderware Software for the Water and Sewer Division which support the Telemetric and SCADA system to monitor all Water and Wastewater Treatment Plants within the County. The County currently has thirty-six (36) licenses which the comprehensive support keeps at the current version. This company is the authorized representative for this type of maintenance on the County owned software and equipment.

Authorization for performance of services by the Contractor shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis based as directed by the County Project Manager.

Environmental Services Department/Water and Sewer and Purchasing and Contracts Division recommend the Board to approve the Sole Source procurement and authorize the County Manager to execute the Maintenance

Agreement as prepared and approved by the County Attorney's Office in the not to exceed amount of \$100,000.00 for a five (5) year period.

33. **Authorize Proprietary Source Procurement and authorize the issuance of a Purchase Order for Level Transmitters for Water and Sewer Division, with Blue Ribbon Industrial Components Corporation, Winter Park (\$105,000 for a three (3) year period).**

Blue Ribbon Industrial Components Corporation provides for level transmitters to be utilized for miscellaneous repairs in the utility systems for the Water & Sewer Division. The level transmitters were standardized in the water, wastewater and liftstation control systems to facilitate repairs with speed and efficiency. Blue Ribbon Industrial Components Corporation is the manufacturer of these transmitters and the authorized company for the repairs and maintenance of such equipment.

Authorization for performance of services by the Contractor shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis based as directed by the County Project Manager.

Environmental Services/Water & Sewer Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the Proprietary Source Procurement and authorize the issuance of Purchase Orders on an as needed basis as long as the cumulative amount does not exceed \$105,000.00 for a three (3) year period.

MISCELLANEOUS CONTRACTS

34. **Approve Amendment #1 to M-355-03/BJC – Northwest Area Regional Wastewater Treatment Facility Sodium Hypochlorite Feed System with Reiss Environmental, Winter Park (\$5,000.00).**

M-355-03/BJC provides engineering services for sodium hypochlorite (bulk liquid) feed system to replace the gaseous chlorine feed system at the Northwest Area Regional Wastewater Treatment Facility (WWTF), including structural professional services; and Construction Engineering Services for the sodium hypochlorite feed system at the Northwest Area Regional WWTF. Amendment #1 will provide for additional services to properly document and close out the construction of the described services with Mack Concrete Industries.

Funds are available in account number 087801-56065000 (Water & Sewer, Construction in Progress), CIP #DG85542X. Environmental Services and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the County Manager to execute Amendment #1 to M-355.03/BJC.

EMERGENCY PROCUREMENTS – INFORMATIONAL PURPOSES ONLY

35. Report of an Emergency Purchase Order (EPO) for corrections of leaking problems at the Seminole County Courthouse Facility, with W.W. Gay Mechanical Contractor, Orlando (\$60,341.31).

Major pipe leaking problems under the lobby of the Courthouse required the issuance of an Emergency Purchase Order for the installation of new pipes to replace the defective piping and for the repair of mechanical failures.

In accordance with Chapter 220, sec 220.41, the bid process may be waived and an emergency purchase order processed when it is necessary to maintain vital services.

Emergency Purchase Order #20040097 to W.W. Gay Mechanical Contractor, Orlando, FL, was processed in the amount of \$25,000.00 on October 9, 2003. A Change Order for \$35,341.31 is required to complete the project for a revised total is \$60,341.31.