

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: February 15, 2012

Division: Growth Management

Bulk Item: Yes  No

Department: Code Compliance

Contact Person/Phone # Ronda Norman X 2520

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**AGENDA ITEM WORDING:**

Approval of a resolution requesting a waiver of existing procedures pertaining to the purchasing policy by providing additional purchasing levels and signature authorities to expedite the process of demolition and removal of uninhabitable structures process.

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**ITEM BACKGROUND:**

At the January 18, 2012, BOCC meeting, approval was given to three contractors who responded to an RFQ for the demolition and removal of uninhabitable structures. The intent of the contracts was to streamline the removal process, minimizing the potential for property damage, environmental impacts as well as life and safety concerns. The contracts outline staff procedures for the solicitation of quotes and awarding of jobs by Task Orders, in order to provide a prompt response.

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**PREVIOUS RELEVANT BOCC ACTION:**

June 15, 2011, BOCC approved procedures for demolition and removal of Uninhabitable Structures  
October 13, 2011, BOCC approved advertisement for RFQ of contractors to demolish & remove uninhabitable structures  
December 7, 2011 a selection committee selected three contractors for demolition and removal of uninhabitable structures  
January 18, 2012, BOCC approved three contractors for the demolition and removal of uninhabitable structures

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**CONTRACT/AGREEMENT CHANGES:**

N/A

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**STAFF RECOMMENDATIONS:**

Approval

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**TOTAL COST:** N/A **INDIRECT COST:** \_\_\_\_\_ **BUDGETED:** Yes  No

**DIFFERENTIAL OF LOCAL PREFERENCE:** N/A

**COST TO COUNTY:** \_\_\_\_\_ **SOURCE OF FUNDS:** \_\_\_\_\_

**REVENUE PRODUCING:** Yes  No  **AMOUNT PER MONTH** \_\_\_\_\_ **Year** \_\_\_\_\_

**APPROVED BY:** County Atty  OMB/Purchasing \_\_\_\_\_ Risk Management \_\_\_\_\_

**DOCUMENTATION:** Included  Not Required \_\_\_\_\_

**DISPOSITION:** \_\_\_\_\_ **AGENDA ITEM #** \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_-2012**

**A RESOLUTION OF THE MONROE COUNTY BOARD OF COUNTY COMMISSIONERS PERTAINING TO THE “CONTRACT FOR DEMOLITION AND DISPOSAL OF UNINHABITABLE STRUCTURES”; PROVIDING THE INTENT OF THE CONTRACT; PROVIDING QUOTE SOLICITATION AND JOB AWARD PROCEDURES; AND WAIVING PURCHASING POLICY BY PROVIDING ADDITIONAL PURCHASING LEVELS AND SIGNATURE AUTHORITIES TO EXPEDITE THE DEMOLITION AND REMOVAL OF UNINHABITABLE STRUCTURES PROCESS.**

**WHEREAS**, the Board of County Commissioners previously approved a procedure and funding of \$60,000 each year for the removal of uninhabitable structures; and

**WHEREAS**, the Growth Management staff solicited firms for such removal, which would allow staff to solicit quotes and award individual demolition and removal jobs to contractors, thus streamlining the demolition and removal process by making it unnecessary to go out to bid and obtain Board approval for individual jobs which exceed \$25,000 for expenditures to individual contractors which cumulatively exceed \$25,000 in a single fiscal year; and

**WHEREAS**, subsequently the Code Compliance office made a Request for Qualifications to contractors for the purpose of qualifying vendors and awarding the contracts; and

**WHEREAS**, three (3) proposals were received from vendors both within and outside Monroe County as follows: Cross Environmental Services, Inc., RKS Construction of the Florida Keys DBA Rudy Kraus Construction, and Keys Iron Works, Inc.; and

**WHEREAS**, a selection committee comprised of one representative from Solid Waste, the Building Official, the Sr. Director of Code Compliance and one representative from Engineering reviewed and ranked the proposals, resulting in the selection of all three (3) vendors as follows: Cross Environmental Services, Inc., RKS Construction of the Florida Keys DBA Rudy Kraus Construction, and Keys Iron Works, Inc., which were recommended to the Board for approval of contracts at the January 19, 2012 BOCC meeting; and

**WHEREAS**, at its January 19, 2012, meeting the Board of County Commissioners directed staff to award contracts to all three (3) vendors that provided proposals which were subsequently approved; and; and

**WHEREAS**, approval and direction is necessary to ensure that the Board of County Commissioners, the County Attorney’s Office, Growth Management staff, and the Clerk of the Court understand and are in agreement as to the intent of, and the procedures described in, the current contracts for demolition and removal of uninhabitable structures;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA:**

**Section 1.** The intent of the three “contracts for demolition and removal of uninhabitable structures” (Contracts) is to streamline the process for awarding individual jobs for removal, thereby reducing the time required to demolish and remove unsafe and uninhabitable structures and debris which may create health, safety, welfare and environmental concerns.

**Section 2.** Consistent with the terms described in the existing Contracts, the Monroe County Board of County Commissioners hereby authorizes Code Compliance staff to solicit quotes and award individual jobs pursuant to the above contracts as follows:

- 1) Solicit written quotes from the approved contractors with a deadline for response by e-mail. These responses shall not be disclosed to other vendors or the public prior to the end of the deadline to receive written responses and as provided by law.
- 2) Receive and review quotes, selecting the lowest bidder.
- 3) Award jobs by Task Order with invoices and Request to Purchase to follow when job is complete.

**Section 3.** The Monroe County Board of County Commissioners hereby waives existing Purchasing Policy by providing the following purchasing levels and authorizations for work performed under the above referenced Contracts:

<u>Dollar Amount</u>	<u>Procedure</u>	<u>Purchasing Authority</u>
\$ .01-\$50,000	Multiple quotes to be requested by the Code Compliance office from the contracted providers as described in Contracts.	Code Compliance Sr. Director Growth Management Director
\$50,000.01 and over	Sealed bids to be solicited by the Code Compliance Office from the contracted providers, and to be delivered to and opened by the Purchasing Dept.	BOCC approval required

**Section 4.** In the event of an emergency of an environmental or life/safety nature the Monroe County Board of County Commissioners hereby authorizes the County Administrator or the Growth Management Division Director to authorize approval of Task Orders over \$50,000 and up to \$100,000 for work performed under the Contracts.

**Section 5.** The Monroe County Board of County Commissioners establishes the following example of the typical demolition and removal of uninhabitable structures procedure:

- 1- Code Compliance office or the County Attorney’s office obtains an order legally authorizing the demolition and removal of the structure.
- 2- The Code Compliance Office writes a quote request with timelines for response and job completion and e-mails the quote request to the approved contractors, the description of the work to be completed and the area of the location of the uninhabitable structure.

- 3- Approved contractors respond with quotes by e-mail to the Code Compliance Office.
- 4- After the quote deadline, the Code Compliance Office reviews the quotes and awards the job by Task Order to the lowest bidder by e-mail.
- 5- Subsequent to the removal of the uninhabitable structure the awarded contractor provides an invoice, final inspections and disposal receipts and photos to the Code Compliance Office by e-mail.
- 6- The Code Compliance Office submits a Request for Payment along with the invoice and associated documentation to the Purchasing Department for payment.

**PASSED AND ADOPTED** by the Board of County Commissioners of Monroe County, Florida at a regular meeting held on the 15th day of February, 2012.

Mayor David Rice	_____
Mayor Pro Tem Kim Wigington	_____
Commissioner Sylvia Murphy	_____
Commissioner Heather Carruthers	_____
Commissioner George Neugent	_____

BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, FLORIDA

BY: \_\_\_\_\_  
Mayor David Rice

(SEAL)  
ATTEST: DANNY L. KOLHAGE, CLERK

\_\_\_\_\_  
Deputy Clerk

*dm* COUNTY ATTORNEY  
AS TO FORM  
*1-24-12*