

COVER MEMO

Briefing Date/Time: October 14, 2025

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Subject: Miscellaneous Earthworks Contract Amendment –
Brumfield

Purpose: ☐ Information Only ☒ Decision Needed

Overview:

- This is a Consent agenda item
- Action is requested

Background:

This agenda item addresses our competitively solicited unit priced miscellaneous Earthworks contract. In July of 2024, the Port released a request for proposals. There were 5 submissions received with Brumfield being the lowest, responsive and responsible bidder. In August of 2024, the Port entered into contract with Brumfield as authorized by the Executive Director per the delegation of authority.

- The contract currently has a not to exceed amount of \$300,000.00.
- Under this contract there have been 6 task orders issued totaling \$233,484 in committed funds.
- This leaves approximately \$66,515.00 in uncommitted funds for new or expanded scopes of work on the contract.

Summary and Financial Impact:

The Port is requesting the commission to authorize the Executive Director to sign a contract amendment with our unit priced Miscellaneous Earthworks contractor Brumfield.

- The amendment is with Brumfield to continue providing unit priced Miscellaneous Earthworks services by extending the contract expiration date to December 31, 2026 and adding \$300,000 to the contract authority for a new total not to exceed amount of \$600,000.00.

Affected Parties:

Port staff and tenants.

Options with Pros and Cons:

This amendment is to provide unit priced Miscellaneous Earthworks services as needs arise throughout the year on various projects. By not adding contract authority, the Port would be limited in their ability to perform tasks that require services as outlined above.

Staff Recommendation:

Approval of amendment to the unit priced Miscellaneous Earthworks services contract with Brumfield, contract 2024-1027, by extending the contract expiration date to December 31, 2026, and adding \$300,000.00 to the contract authority for a new total not to exceed amount of \$600,000.00