

Agenda Item Summary

**1. ACTION REQUESTED/PURPOSE:** Approve expenditures that will exceed the County Manager's approval level of \$50,000, for Quote No. Q-020287, Printing and Storage of Forms, for the Utilities Division, to the awarded vendor, Better Business Forms Inc. This quote was renewed in January 2005 for the final year of the contract period and will terminate on 5/31/06. The anticipated expenditures for this quote are estimated to be approximately \$66,000 on an annual basis. Funding will come from the individual department's budget and they will be responsible for monitoring their own expenditures.

**2. WHAT ACTION ACCOMPLISHES:** Allows the Utilities Division to exceed the expenditure level of \$50,000 on an annual basis.

**3. MANAGEMENT RECOMMENDATION:** Department recommends approval.

**4. Departmental Category:** 10

*CIOC*

**5. Meeting Date:** *09-20-2005*

**6. Agenda:**

- Consent
- Administrative
- Appeals
- Public
- Walk-On

**7. Requirement/Purpose:** (specify)

- Statute
- Ordinance
- Admin. Code *AC-4-1*
- Other

**8. Request Initiated:**

Commissioner \_\_\_\_\_  
 Department \_\_\_\_\_  
 Division *Utilities*  
 By: *Rick Diaz, PE 9/1/05*  
 Director

**9. Background:** The start date for this quote was 6/1/02, and at that time the Utilities Division did not anticipate spending over \$50,000. on an annual basis, so an Ivory Sheet (\$50,000 limit) was routed and approved by the County Manager. However, the increase in expenditures is due to growth in the Utilities Division's customer base over the last year.

Account # OD5361048700.504710

**Please see attachments:**

- (1) Memo from the Utilities Division
- (2) Ivory Sheet as approved by the County Manager
- (3) Lee County Tabulation Sheet

**10. Review for Scheduling:**

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr.	
<i>J. J. ... 9.1.05</i>	<i>E. Pflaum</i>				<i>9/1/05</i>	<i>9/1/05</i>	<i>RK ... 9/1/05</i>	<i>9/1/05</i>	<i>J. J. ... 9.1.05</i>

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

RECEIVED BY  
 COUNTY ADMIN: *DM*  
*9-6-05*  
*9 45*  
 COUNTY ADMIN  
 FORWARDED TO: *ML*  
*9/5/05*  
*1007*

REC'D: *9/6/05*  
 by CO. ATTY.  
*8:00 AM*  
 CO. ATTY.  
 FORWARDED TO:

# ATTACHMENT # 1

Page 1 of 1

## **Earl Pflaumer - Better Business Forms, Inc. PO#61036 Formal Quote #Q-020287**

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**From:** Carolyn Andrews  
**To:** Sheehan, Janet  
**Date:** 8/31/2005 12:03 PM  
**Subject:** Better Business Forms, Inc. PO#61036 Formal Quote #Q-020287  
**CC:** Pflaumer, Earl

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Utilities-Customer Service needs to increase our annual expenditures for bills, reminder notices, return & outgoing envelopes to \$66,000.00 per year. This increase in expenditures is needed due to growth in our customer base over the last year.

We respectfully ask that Purchasing prepare a bluesheet for the Sept 20, 2005 Board Meeting requesting this change. The current purchase order is for less than \$50,000.00.

Thank you for your assistance,  
Carolyn

Carolyn B. Andrews  
Utilities Senior Manager  
Customer & Meter Services  
LEE COUNTY UTILITIES  
Email: [andrewcb@leegov.com](mailto:andrewcb@leegov.com)  
Phone: (239) 274-2545  
Fax: (239) 277-5030  
Cell Phone: (239) 707-1884  
Website: <http://www.leegov.com/utilities>

**COUNTY ADMINISTRATOR LEVEL UP TO \$50,000**  
**LEE COUNTY ITEM SUMMARY TRACKING SHEET NO.: X**

**1. REQUESTED ACTION:**

Approve the award of **Formal Quotation #Q-020287** for the Annual Purchase of **PRINTING & STORAGE OF FORMS** for the Utilities Billing and Collections to the low quoter meeting specifications, Better Business Forms, Inc. for the unit prices as circled on the attached Lee County Tabulation Sheet. Funding will come from the individual department or division's budget whom will be responsible for monitoring their individual expenditures.

The term of this quote is one year or until new quotes are taken and awarded. This quote has the option of being renewed for three additional one-year periods, upon mutual agreement of both parties under the same terms and conditions.

**2. COMMISSION DISTRICT #**

**3. REQUESTOR OF INFORMATION**

- A. COMMISSIONER:
- B. DEPARTMENT:
- C. DIVISION: Utilities

BY: Rick Diaz, Director

*[Signature]* 5/13/02

**4. REQUIREMENT/PURPOSE:**

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-1
- OTHER

**5. BACKGROUND**

On February 8, 2002, the Division of Purchasing received a request from Lee County Utilities to solicit quotations for the purchase on an annual basis for the printing and storage of billing and collection forms.

The Division of Purchasing on April 23, 2002, received sealed quotations. On that date, twelve (12) responses were received of which two (2) were "No Bids". The quotations have been thoroughly reviewed and a recommendation is being made to award the quotation to the low quoter meeting specifications, BBF (Better Business Forms, Inc.), for the unit prices circled on the attached Lee County Tabulation Sheet. Anticipated expenditures are estimated at \$40,000.00 annually.

**Attachments:**

- 1. Tabulation Sheet
- 2. Specifications
- 3. Addendum #1
- 4. Vendor's Submitted Quotation
- 5. Department Recommendation

**6. RECOMMENDED APPROVAL**

PURCHASING <i>[Signature]</i> 5/13/02	DEPT. OF PUBLIC WORKS CONTRACTS N/A	DIRECTOR N/A <i>[Signature]</i> 5/14/02	COUNTY ATTORNEY <i>[Signature]</i> 5/13/02	REQUESTING DEPT. DIR. <i>[Signature]</i> 5/13/02	COUNTY MANAGER <i>[Signature]</i> 5-15-02
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**7. ACTION:** IT IS THE DEPARTMENT'S RESPONSIBILITY TO MONITOR THEIR EXPENDITURES AND NOT EXCEED THE AUTHORIZATION LEVEL OF \$50,000.

- \_\_\_\_\_ APPROVED
- \_\_\_\_\_ DENIED
- \_\_\_\_\_ DEFERRED
- \_\_\_\_\_ OTHER



