

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20051227

1. ACTION REQUESTED/PURPOSE: Approve the renewal of Formal Quotation # Q-030763 for the purchase of New Holland OEM Repair Parts from Creel Tractor Co. Approximate expenditures are \$100,000 per year. The term of this renewal is for two years with the option to renew for another two year period, if in the best interest of Lee County. Funding will be available from the individual department or division's budget whom will be responsible for monitoring their individual expenditures.

2. WHAT ACTION ACCOMPLISHES: Allows Fleet Management to continue to purchase repair parts in order to maintain the New Holland equipment in the County fleet.

3. MANAGEMENT RECOMMENDATION: Approve as stated.

4. Departmental Category: <u>2</u> <u>C 6 I</u>		5. Meeting Date: <u>09-20-2005</u>
6. Agenda: <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Administrative <input type="checkbox"/> Appeals <input type="checkbox"/> Public <input type="checkbox"/> Walk-On	7. Requirement/Purpose: (specify)	
	Statute _____	
	Ordinance _____	
	<input checked="" type="checkbox"/> Admin. Code <u>AC-4-1</u>	
Other _____		8. Request Initiated: Commissioner _____ Department _____ Division <u>Fleet Management</u> By: <u>Marilyn Rawlings, Fleet Mgr.</u>

9. Background: On November 26, 2003 competitive quotes were received for the annual purchase of New Holland OEM repair parts. Creel Tractor Co. was the vendor that offered the highest percentage off of list price and met all of the specifications outlined in the quote. Renewals of this quote were not included in the previous agenda request (Blue Sheet No. 20031474 – BOCC approved 1/6/04.)

Funds are available: JB5191059400.504635

Attachments:

- (1) Department Request for Renewal
- (2) Blue Sheet No. 20031474

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>M. Rawlings</i> 5/31/05	<i>to meet with her</i> <i>M. Rawlings</i>			<i>J. S. [unclear]</i> 9/1/05	<i>2/6/05</i>	<i>5/9/05</i>	<i>9/2/05</i>	<i>9/16/05</i>	<i>[unclear]</i>

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

RECEIVED BY
COUNTY ADMIN:
<u>4-1-05</u>
<u>346</u>
COUNTY ADMIN
FORWARDED TO:
<u>9/5/05</u>
<u>[unclear]</u>

EW

Rec. by CoAtty
Date: <u>9-1-05</u>
Time: <u>11:30</u>
Forwarded To:
Co. Mgr.
<u>9-1-05</u>

MEMORANDUM
FROM
THE DIVISION OF PURCHASING

2005 SEP - 1 AM 11: 27
RECEIVED BY
LEE CO. ATTORNEY

DATE: AUGUST 29, 2005

TO: MARILYN RAWLINGS
FLEET MANAGER

FROM: JANET SHEEHAN, CPPB
PURCHASING DIRECTOR

RE: BLUE SHEET # 20051227

PROJECT: Annual Purchase of New Holland Repair Parts - Renewal

TYPE: Formal Quote

AWARDED TO: Creel Tractor Co.

When you have finished your review of this package, please forward it to Jed Schneck in the County Attorney's Office.

If there are any questions or concerns with this package, please contact Bob Franceschini at 344-5457.



DIVISION OF FLEET MANAGEMENT

To: Janet Sheehan, Purchasing Director
From: Marilyn Rawlings, Fleet Manager
Date: August 15, 2005
Re: New Holland OEM repair parts, Quote- Q-030763

Please prepare a Blue sheet for the purchase of New Holland OEM repair parts from Creel Tractor Co. for the Department of Fleet Management.

ACTION REQUESTED/PURPOSE:

Approve the renewal of formal quotation Q-030763 for the purchase of New Holland OEM Repair Parts from Creel Tractor Co. Approximate expenditures are \$100,000 per year. The term of this renewal is for two years with the option to renew for two (2) additional years, if in the best interest of Lee County.

WHY ACTION IS NECESSARY:

Board approval is required, as the expenditure will exceed \$50,000.

WHAT ACTION ACCOMPLISHES:

This purchase will allow the Department of Fleet Management to continue to purchase New Holland OEM Parts in order to maintain New Holland equipment within Lee County.

MANAGEMENT RECOMMENDATIONS:

Approve this request to allow Fleet Management to purchase New Holland OEM parts.

Funds for this purchase are available from account string # JB5191059400.504635

BACKGROUND:

On November 26, 2003 quotes were received for the New Holland OEM parts. Creel Tractor Co. was the vendor that had the highest percentage off of list price and met all the specifications in the quote. Renewals were not included in the previous agenda request. Fleet Management recommends the renewal of this contract to Creel Tractor Co.

Lee County Board Of County Commissioners
Agenda Item Summary

Blue Sheet No. 20031474

1. REQUESTED MOTION:

ACTION REQUESTED: Approve the award of formal quotation Q-030763, the purchase of New Holland parts to the highest percentage off list price vendor meeting specification requirements, Creel Tractor. Approximate expenditure, \$100,000. per year.

WHY ACTION IS NECESSARY: Purchases over \$50,000 must be board approved.

WHAT ACTION ACCOMPLISHES: Allows Fleet Management to continue to buy New Holland parts for County equipment.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

C6C

3. MEETING DATE:

01-06-2004

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

AC-4-1

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER _____
 - B. DEPARTMENT _____
 - C. DIVISION FLEET MANAGEMENT
- BY: Marilyn Rawlings,
Fleet Manager

7. BACKGROUND: Quotes were received on November 18, 2003. On that date, four responses were received, of which one was a no bid. On November 26th, ASAP Equipment Rental and Creel Tractor were requested to provide, within 10 days, Copies of all Warranties, Proof of Dealer Authorization to sell the full line of OEM parts, and an explanation of the firms policy on the return of obsolete parts. ASAP was unable to provide this information, therefore they are considered non responsive. Creel Tractor is recommended for award of this quote.

Funding is available from account string JB191059400.504670

Please see attachments:

- (1) Tabulation Sheet
- (2) Specifications
- (3) Creel Tractor's Quotation
- (4) Division's Recommendation of Award

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>[Signature]</i> 12-16-03	12-11-03 <i>[Signature]</i> 12-12-03			<i>[Signature]</i> 12/16/03	OA <i>[Signature]</i> 12/17/03	OM <i>[Signature]</i> 12/18/03	Risk <i>[Signature]</i> 12/16/03	GC <i>[Signature]</i> 12/17/03	<i>[Signature]</i>

04 JAN - 6 PM 2:07

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty

Date: 12/16/03

Time: 12:00 pm

Forwarded To: Co Admin 12/16/03

RECEIVED BY COUNTY ADMIN *EU*

12/16/03

COUNTY ADMIN FORWARDED TO *BY*

12/19/03