

AGENDA ITEM REPORT

DATE: April 17, 2018
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Service and Repairs to County-Owned Ford Vehicles

I. MOTION REQUESTED

- A. Award Invitation to Bid No. B180548TJM, Annual Ford Vehicle Service and Repairs, to Sam Galloway Ford, Inc. for the service and repair of County-owned Ford vehicles on an as needed basis, as approved in the departments' annual adopted budgets, for an initial term of one year.
- B. Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C. Grant the Director of Procurement Management the authority to approve or deny requests for hourly rate increases after the initial term of one year.
- D. Grant the Director of Procurement Management the authority to negotiate renewals of the contract, including changes in price, for up to three additional one-year periods, and/or to extend the contract, and to execute all associated documents, with County Administration approval, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Awards a contract to Sam Galloway Ford for the service and repair of County-owned Ford vehicles for an initial term of one year with the option of up to three additional one-year renewals. Total expenditures for Ford service and repairs during Fiscal Year 2016-2017 were approximately \$107,385.63.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On January 12, 2018, the Department of Procurement Management advertised Invitation to Bid No. B180548TJM Annual Ford Vehicle Service and Repairs for the countywide service and repair of all County-owned Ford vehicles. Procurement Management received one bid for this solicitation. Upon review, it was determined that Sam Galloway Ford's bid was acceptable. Staff recommends award to Sam Galloway Ford.

Total expenditures for Ford service and repairs during Fiscal Year 2016-2017 were approximately \$107,385.63

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
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B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Fleet Management (Vehicle & Equipment Maintenance), Lee Tran-N/A, Solid Waste-4100 Program: Rolling & Motorized Equipment (Fleet Management) Lee Tran-N/A, Solid Waste, Project: Fleet Management (Vehicle Maintenance), Lee Tran-N/A, Solid Waste-N/A Account Strings: JB519105400.504620 (Fleet Management), Lee Tran K15440148600.504620.08 & 504620.41, Solid Waste OB5340240100	
G)	Fund Type?	Enterprise
H)	Comments: Expenditures will be as needed and as approved in the departments' annual, adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Notice of Intended Decision	3/27/2018	Backup Material
Sam Galloway Ford Inc. Agreement	3/27/2018	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	3/28/2018 - 3:51 PM
Budget Services	Henkel, Anne	Approved	3/29/2018 - 8:16 AM
County Attorney	Lira, Louis C.	Approved	3/29/2018 - 3:24 PM
County Manager	Brady, Christine	Approved	4/6/2018 - 2:20 PM