



ITEM 22.  
Procurement Management - Consent

### AGENDA ITEM REPORT

**DATE:** December 5, 2017  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contract for Purchase and Delivery of Bottled Water

#### I. MOTION REQUESTED

- A) Award Invitation for Bid No. B170245TJM Purchase and Delivery of Bottled Water to DS Services of America, Inc. for use on an as needed basis Countywide for an initial period of one year, as approved in the departments' annual adopted budgets.  
 B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.  
 C) Authorize the Director of Procurement Management to grant or deny a vendor request for fuel surcharges on a case by case basis, and to negotiate the surcharge as appropriate.  
 D) Grant the Director of Procurement Management the authority to negotiate renewals of the contracts, including changes in price, and to execute renewal documents for up to three additional one-year periods, 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 Invitation for Bid No. B170245TJM Purchase and Delivery of Bottled Water, providing the County with a vendor from which to purchase bottled water products on an as needed basis. Total expenditures for these products under the previous contract from June 2012 through Fiscal Year 2016-2017 were \$252,126.66.

#### III. BACKGROUND AND IMPLICATIONS OF ACTION

##### A) Board Action and Other History

On April 14, 2017, Procurement Management issued Invitation for Bid No. B170245TJM Purchase and Delivery of Bottled Water. On the bidding deadline of May 15, 2017, Procurement received two bids. After conducting an analysis of the bid submissions, Procurement recommends making an award to the lowest bidder DS Services of America, Inc.

Bottled water products are typically used Countywide for the purchase and delivery of bottled water, and for the rental of dispensing equipment (if applicable) on an as needed basis. Procurement recommends awarding DS Services of America, Inc. Total expenditures for these products and services under the previous contract from June 2012 through Fiscal Year 2016-2017 were \$252,126.66.

##### B) Policy Issues

##### C) BoCC Goals

##### D) Analysis

##### E) Options

#### IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
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: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be as needed and within the department's annual approved, adopted budget.	

#### V. RECOMMENDATION

Approve

#### VI. TIMING/IMPLEMENTATION

**VII. FOLLOW UP****ATTACHMENTS:**

Description

[Proposed Contract](#)

Upload Date

11/17/2017

Type

Contract

**REVIEWERS:**

Department

Reviewer

Action

Date

Procurement Management

Tucker, Mary

Approved

11/22/2017 - 12:03 PM

Budget Services

Borman, Lori

Approved

11/22/2017 - 12:11 PM

Budget Services

Winton, Peter

Approved

11/22/2017 - 2:17 PM

County Attorney

Fraser, Andrea R.

Approved

11/27/2017 - 9:14 AM

County Manager

Brady, Christine

Approved

11/27/2017 - 3:44 PM