



AGENDA ITEM REPORT

DATE: September 5, 2017
DEPARTMENT: Transportation
REQUESTER: Randy Cerchie
TITLE: Award Contract for the Annual Periodic Maintenance of Roadway Irrigation Systems

I. MOTION REQUESTED

- A. Award Invitation to Bid No. B170272KLC Annual Periodic Maintenance of Roadway Irrigation Systems for DOT to P&T Lawn and Tractor Service, Inc., to provide all labor, equipment, permits and incidentals necessary for repair and maintenance of roadway irrigation sites at the unit prices listed in Exhibit B of the attached proposed agreement, as approved in the department's annual adopted budget, 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. Authorize the Director of Procurement Management, with County Administration approval, to negotiate including price increases and execute renewals to the agreement for up to three additional one-year terms, as approved in the department's annual adopted budget, if doing so is in the best interest of the County.

II. ITEM SUMMARY

Awards Invitation to Bid No. B170272KLC Annual Periodic Maintenance of Roadway Irrigation Systems for DOT to P&T Lawn and Tractor Service, Inc., to provide all labor, equipment, permits and incidentals necessary for repair and maintenance of roadway irrigation sites. Total expenditures for these services during Fiscal Year 2015/2016 were approximately \$ 95,290.72; estimated annual expenditures on this contract are anticipated to be \$120,000.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 On April 21, 2017, the Department of Procurement Management advertised Invitation to Bid No. B170272KLC, Annual Periodic Maintenance of Roadway Irrigation Systems for DOT, to solicit bids from companies to provide all labor, equipment, permits and incidentals necessary for repair and maintenance to 60 of the 77 roadway irrigation sites. On the bidding deadline of May 16, 2017, Procurement Management received a total of two bids. The Department of Transportation reviewed the bids and staff is recommending that the Board award the contract to P&T Lawn & Tractor Service, Inc., the lowest, responsible bidder meeting all bid requirements.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$120,000
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.	No
F)	Fund: Transportation Trust Program: DOT Operations Landscaping Project: Account Strings: PC5410517500	
G)	Fund Type?	Other Transportation Trust
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
<u>P&T Lawn and Tractor Service Price Sheets</u>	8/14/2017	Exhibit
<u>P&T Lawn and Tractor Service Agreement</u>	8/14/2017	Agreement
<u>Executed Agreement</u>	9/22/2017	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Transportation	Turner, Nicole	Approved	8/22/2017 - 1:30 PM
Transportation	Cerchie, Randy	Approved	8/22/2017 - 5:51 PM
Budget Services	Borman, Lori	Approved	8/23/2017 - 7:25 AM
Budget Services	Winton, Peter	Approved	8/23/2017 - 11:14 AM
County Attorney	Lira, Louis C.	Approved	8/23/2017 - 3:53 PM
County Manager	Meurer, Doug	Approved	8/25/2017 - 10:37 AM