



ITEM 39.
Procurement Management - Consent

AGENDA ITEM REPORT

DATE: June 5, 2018
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contracts for Purchase of Laboratory Equipment, Supplies and Materials - Countywide

I. MOTION REQUESTED

- A. Award Invitation to Bid No. B170418GWT, Annual - Laboratory Equipment, Supplies, and Materials, to Hach Company for the purchase of laboratory equipment, supplies, and materials on an as needed basis Countywide, as approved in the Departments' annual adopted budgets, for an initial period 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 negotiate renewals of the contracts, including changes in price, for up to three additional one-year periods, and/or to extend the contracts, 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 Hach Company for the purchase of laboratory equipment, supplies, and materials on an as needed basis for an initial period of one year with the option to renew for up to three additional one-year periods. Expenditures for these products during Fiscal Year 2016-2017 totaled approximately \$222,165.24.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management as advertised Invitation to Bid No. B170418GWT Annual - Laboratory Equipment, Supplies, and Materials to contract with a vendor to supply and deliver laboratory equipment, supplies, and materials Countywide. On the bidding deadline of December 11, 2017, the Procurement Management Department received four bids. After review of the bids, staff recommends award to Hach Company and Fisher Scientific Company L.L.C.

The contract with Fisher Scientific Company L.L.C. is still under negotiation. At this time, staff is recommending that the Board move forward with award to Hach Company to put a contract into place for these products. When the contract with Fisher is finalized, it will be brought to the Board for consideration.

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. | |
| F) | Fund: Program: Project: Account Strings: | |
| G) | Fund Type? | |
| H) | Comments: Expenditures will be as needed and as approved in the departments' annual adopted budget. | |

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

| Description | Upload Date | Type |
|------------------------------------|-------------|-----------------|
| <u>Notice of Intended Decision</u> | 5/22/2018 | Backup Material |
| <u>Hach Signed Contract</u> | 5/22/2018 | Contract |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|-------------------|----------|----------------------|
| Procurement Management | Turner, Nicole | Approved | 5/22/2018 - 12:03 PM |
| Budget Services | Henkel, Anne | Approved | 5/23/2018 - 12:27 PM |
| Budget Services | Winton, Peter | Approved | 5/23/2018 - 1:10 PM |
| County Attorney | Fraser, Andrea R. | Approved | 5/23/2018 - 1:37 PM |
| County Manager | Brady, Christine | Approved | 5/29/2018 - 9:31 AM |