

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

**Blue Sheet No. 20111061**

**1. ACTION REQUESTED/PURPOSE:**

(A) Approve award of Informal Quotation No. IW110485 County Wide Annual Purchase of Bulk Lubricants, for an initial term of one year, to the low quoters meeting specifications: Palmdale Oil Company, as the primary vendor; and, J.H. Williams Oil Company, as the secondary vendor, at the prices listed on the attached Lee County Tabulation Sheet;

(B) Authorize the Procurement Management Director to:

1. Renew the quote for four additional one-year periods at the same terms and conditions, provided renewal is in the best interest of Lee County;
2. Grant a price increase, consistent with the County's Quote Specifications, in the event a major price increase is imposed by industry suppliers; and,
3. Proceed with purchases from the next lowest quoter if the vendor is unable to establish product effectiveness or is deemed non-compliant with the terms of the quotation award.

**2. FUNDING SOURCE:**

Funding will be available from the individual department or division's budget who will be responsible for monitoring their individual expenditures. Countywide expenditures are estimated to be \$125,000 annually for bulk lubricants.

**3. WHAT ACTION ACCOMPLISHES:**

Allows County Departments and Divisions to purchase bulk lubricants in a cost effective, efficient and timely manner.

**4. MANAGEMENT RECOMMENDATION:** Approve

**5. Departmental Category:** <DeptCategory>

**6. Meeting Date:** 1/10/2012

**7. Agenda:**

Consent

**8. Requirement/Purpose:** (specify)

- Statute
- Ordinance
- Admin Code AC-4-1
- Other

**9. Request Initiated**

**Commissioner:**  
**Department:** PROCUREMENT  
MANAGEMENT  
**Division:** No Divisions  
**By:** Robert Franceschini

**10. Background:**

On November 3, 2011, the Procurement Management Division received sealed quotations for the annual purchase of bulk lubricants for County-wide use. On that date, 9 responses were received; of which 4 were no-bids. The quotations have been thoroughly reviewed, and a recommendation is being made to award to Palmdale Oil as the primary vendor and J.H. Williams Oil Company as the secondary vendor at the price listed on the attached tabulation sheet.

Funds are available: From Individual Department or Division's Budgets

Please see attachments:

- (1) Tabulation Sheet
- (2) Specifications
- (3) Palmdale Oil Quotation
- (4) J.H. Williams Oil Company Quotation

**11. Required Review:**

<i>Robert Franceschini</i>	<i>Robert Franceschini</i>	<i>Anne Henkel</i>	<i>David Harris</i>	<Signature>	<Signature>
PROCUREMENT MANAGEMENT	Purchasing	Budget Analyst	Budget Services	<Department>	<Department>
<Signature>	<Signature>	<Signature>	<Signature>	<Signature>	<Signature>
<Department>	<Department>	<Department>	<Department>	<Department>	<Department>

**12. Commission Action:**