

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

Blue Sheet No. 20031056

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Terminate Quote No. Q-000141, Uniforms for the Parks and Recreation Department, with Media Source. This vendor has failed to meet the delivery time frames established in the specifications over the past two years.

**WHY ACTION IS NECESSARY:** Board approval is required to terminate because the original award was Board approved.

**WHAT ACTION ACCOMPLISHES:** Allows the Parks and Recreation Department to order uniforms in a more efficient and timely manner.

**2. DEPARTMENTAL CATEGORY:  
COMMISSION DISTRICT #**

*C11A*

**3. MEETING DATE:**

*09-23-2003*

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:  
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

*AC-4-1*

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
- B. DEPARTMENT Parks and Recreation
- C. DIVISION

BY: John Yarbrough

*John Yarbrough*

**7. BACKGROUND:** On June 6, 2000, the Board approved the award of Quote No. Q-000141 to Media Source. However, over the past two years this vendor has failed to comply with the specifications by exceeding the maximum delivery time frame. Attempts have been made to improve the order and delivery process, but no improvement has been achieved as yet. In order to simplify and expedite the purchase and delivery of uniforms, Parks and Recreation would like to try a pilot program where they do their ordering through clothing catalog companies. Employees would be able to order by phone or internet. If this request to terminate is granted by the Board, the vendor will be given a thirty day termination notice as defined in the specifications.

ATTACHMENTS: (1) Original Blue Sheet No. 20000491 (dated 6/6/00)  
(2) Department Recommendation to Terminate

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

*ccm*

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services			G County Manager
<i>by 9-4-03</i>	<i>Justi Sheehan 9-3-03 E. Pflaum</i>			<i>KWZ 9/4/03</i>	OA <i>CA 9/8/03</i>	NOM <i>9/9/03</i>	Risk <i>9/8/03</i>	HCC <i>9/8/03</i>
								<i>9-10-03</i>

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
Date: *9/4/03*  
Time: *3:30 P.M.*  
Forwarded To:  
*Co. Admin 9/4/03*

RECEIVED BY  
COUNTY ADMIN: *CA*  
*7/1*  
*4:35*  
COUNTY ADMIN  
FORWARDED TO: *HS*  
*9/10/03*

**LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

BLUE SHEET NO: 20000491

**1. REQUESTED MOTION:**

**ACTION REQUESTED:**

Approve award of Formal Quotation #Q-000141, ANNUAL PURCHASE OF UNIFORMS for the Division of Parks and Recreation Services including Extension Services (and other Departments/Divisions as may be required) to the overall low quoter meeting specifications, Media Source, per the prices listed on the attached Tabulation Sheet for an estimated \$100,000.00 expenditure for two years. This quote shall be in effect for two years; request authority to renew this contract for two additional two-year periods, upon mutual agreement of both parties, under the same terms and conditions if in the best interest of Lee County.

**WHY ACTION IS NECESSARY:**

To establish a contract with a vendor for the annual purchase of uniforms as budgeted for various Parks & Recreation staff.

**WHAT ACTION ACCOMPLISHES:**

Obtains a qualified firm to provide uniforms on an as needed when needed basis.

**2. DEPARTMENTAL CATEGORY:** 07 PUBLIC SERVICE DIVISIONS  
**COMMISSION DISTRICT #:**

7A

**3. MEETING DATE:**

6-6-2000

**4. AGENDA**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE**

- (Specify)
- STATUTE
  - ORDINANCE
  - ADMIN. CODE AC-4-1
  - OTHER

**6. REQUESTOR OF INFORMATION**

- A. COMMISSIONER:
  - B. DEPARTMENT: PARKS & RECREATION SVCS.
  - C. DIVISION:
- BY: JOHN YARBROUGH, DIRECTOR

John Yarbrough

**7. BACKGROUND:**

On January 21, 2000, the Division of Purchasing Services received a request from Lee County Parks and Recreation including Extension Services to solicit quotations for the purchase, on an annual basis, of various types of uniform items.

The Division of Purchasing Services on March 21, 2000 received sealed quotations. On that date, twelve responses were received, including seven (7) no bids. The quotations received have been thoroughly reviewed and the recommendation is being made to award the quotation to the overall low quoter meeting specifications, Media Source, for the amounts as listed on the attached Lee County Tabulation Sheet.

Funding will be made available in the following business units:

KH5722000100.505230 \$10,000 (estimate) annually

KH5722015500.505230 \$15,000 (estimate) annually

KH5370100100.505230 \$ 3,000 (estimate) annually

**8. MANAGEMENT RECOMMENDATIONS:**

CCM

**9. RECOMMENDED APPROVAL**

DEPARTMENT DIRECTOR	Purchasing	Human Resources	County Administration				OTHER	COUNTY ATTORNEY	COUNTY MANAGER
			OA	OM	Risk	GC			
John 5-22-00	5-17-00 C. Yarbrough	N/A	R/S	S/24	J/S	624		[Signature]	[Signature]

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

5/17/00

RECEIVED BY  
COUNTY ADMIN.  
5/23/00  
4:00 pm  
COUNTY ADMIN.  
FORWARDED TO: DPR  
5/24/00  
12:00 pm

RECYD.  
by CO. ATTY.  
5/23/2000  
2:00 PM  
CO. ATTY.  
FORWARDED TO:  
5/23/00 4:00 pm

The narrative for the business units is as follows:

KH-Parks & Recreation-57220-Parks & Recreation operations-001-general fund-00-subfund n/a-505230-Clothing and Wearing Apparel

KH-Parks & Recreation-57220-Parks & Recreation operations-155-MSTU fund-00-subfund n/a-505230-Clothing and Wearing Apparel

KH-Parks & Recreation-53701-Extension Services-001-general fund-00-subfund n/a-505230-Clothing and Wearing Apparel

- Attachments:
- (1) Tabulation Sheet (for Parks & Rec.)
  - (2) Tabulation Sheet (for Extension Svcs)
  - (3) Specifications
  - (3a) Addendum #1
  - (3b) Addendum #2
  - (4) Vendor Submitted Quotation
  - (5) Department Recommendation



**LEE COUNTY**

PARKS AND RECREATION

3410 Palm Beach Blvd  
Fort Myers, FL 33916  
Phone 239-461-7400 Fax 239-461-7450

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**Memorandum**

**To:** Janet Sheehan, Purchasing

**From:** John Yarbrough, Parks & Recreation

*John Y*

**Date:** August 26, 2003

**Subject:** Q-000141 Uniform Quote for Parks & Recreation

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Please terminate the above listed quote. Parks & Recreation will be going with catalog orders for their uniforms to rectify the situation of seriously late deliveries.

A 30 working day delivery time frame is written into the quote. The vendor took it upon himself to write in a 14-calendar day delivery schedule. Over the course of the last 2 years neither schedule has been able to be met. Changes to the ordering process were implemented for the current year to know avail.

Parks & Recreation has a uniform standard and policy in place and cannot meet the needs of our staff with such an untimely delivery of uniforms from the current vendor.

03 SEP -2 PM 12:46