



### AGENDA ITEM REPORT

**DATE:** April 20, 2021  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contract for Electrical Testing and Repair Services - Countywide

#### I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP200466BJB, Electrical Testing and Repair Services – Annual to Circuit Breaker Sales, LLC, to provide preventative maintenance services and electrical testing and repair services, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budget. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to three years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

#### II. ITEM SUMMARY

Awards a new competitively solicited contract to Circuit Breaker Sales, LLC to provide preventative maintenance services, and electrical testing and repair services, on an as-needed basis for an initial term three years, as approved in the departments' annual adopted budget. The contract can be renewed up to three additional years, upon the agreement of both parties. The anticipated expenditures for this new contract are estimated at \$266,179.00. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.

#### III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History.

Procurement Management obtained proposals for the project known as Request for Proposal No. RFP200466BJB, Electrical Testing and Repair Services – Annual. On the solicitation deadline of December 15, 2020, Procurement Management received four submittals.

An evaluation meeting was held on January 26, 2021, during which the Evaluation Committee considered criterion as listed in the solicitation request including such items as: qualifications of company, relevant experience & references of company, plan of approach, personnel, and pricing. Based on the information submitted by the proposers, the Committee reached a consensus to negotiate with and recommend the award of a contract to Circuit Breaker Sales LLC, as primary vendor, and Electrical Reliability Services, Inc. as secondary vendor. Negotiations with the secondary vendor were unsuccessful and a contract was not offered to Electrical Reliability Services, Inc. The contract with Circuit Breaker Sales, LLC would provide for preventative maintenance and testing and repair services on an as-needed basis for an initial three year period. The contract can be renewed up to three additional years, upon the agreement of both parties. This is a new annual contract. Previous expenditures for similar services were done through purchase order by the requesting departments.

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?	
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
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 on an as needed basis as approved in the departments' annual adopted budget.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION****VII. FOLLOW UP****ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Circuit Breaker Sales Contract</a>	4/2/2021	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	4/7/2021 - 2:03 PM
Budget Services	Henkel, Anne	Approved	4/8/2021 - 8:24 AM
Budget Services	Winton, Peter	Approved	4/8/2021 - 10:07 AM
County Attorney	Swindle, Amanda	Approved	4/9/2021 - 11:03 AM
County Manager	Winton, Peter	Approved	4/9/2021 - 3:55 PM