

Blue Sheet No. 20160490	Lee County Board Of County Commissioners Agenda Item Report Meeting Date: 9/20/2016	Item No. 24
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TITLE:
Award Formal Bid for Analytical Laboratory Services

ACTION REQUESTED:
A) Award Formal Bid No. ITB-160360/AB, Analytical Laboratory Services, to Southern Analytical Laboratories, Inc. as the primary vendor, and Pace Analytical Services Inc., as the secondary vendor, for a period of one year, for use on an as-needed basis as approved in the department's annual adopted budget.

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 renegotiate and execute renewals of these contracts, with County Administration approval, for up to three additional, one-year periods under the same terms and conditions, if doing so is in the best interest of Lee County.

FUNDING:
\$32,000 (estimated); General Fund; Included in budget

Estimated annual expenditure is \$32,000. The potential five year contract value (if renewed each year) would be approximately \$160,000.

General Fund; Natural Resources; Environmental Lab; OC5370800100

WHAT ACTION ACCOMPLISHES:
Awards Formal Bid No. ITB-160360/AB for the supply of Analytical Laboratory Services to Southern Analytical Laboratories, Inc. as the primary vendor, and Pace Analytical Services Inc., as the secondary vendor, for a period of one year, for use on an as-needed basis. This agreement will provide the Environmental Lab with a vendor that can perform tests that cannot be done "in house" (the County lacks the required equipment, certifications, staffing, etc.) and in the event that a piece of equipment breaks down at the Lab. Approval of the agreement will allow for a broader range of water quality testing and continuity of service in the event of a break-down. Annual expenditures for these services during Fiscal Year 2014-2015 were \$28,886.

MANAGEMENT RECOMMENDATION:
Approve

Requirement/Purpose: (specify)	Request Initiated
<input type="checkbox"/> Statute <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Admin Code AC-4-1 <input type="checkbox"/> Other	Commissioner: Department: NATURAL RESOURCES Division: No Divisions By: Roland Ottolini

Background:
Approve agreement: Provides the Environmental Lab with a vendor to perform tests that cannot be done

Required Review:					
Roland Ottolini	Mary Tucker	Corris L. McIntosh Jr.	Anne Henkel	Peter Winton	David Harner
NATURAL RESOURCES	Purchasing	County Attorney	Budget Analyst	Budget Services	County Manager

“in house” and provides a back-up testing facility should a piece of equipment break down at the Lab.

Deny agreement: The Lab would only provide testing services that could be done “in house”. Water samples would not be tested for items outside the ability of the Lab.

Annual Contract No. 5757 for Analytical Laboratory Services expires September 22, 2016. The Department of Procurement Management was contacted by the Natural Resources Department to advertise a bid for these services on May 4, 2016.

On the bidding deadline of July 27, 2016, Procurement Management received four bids. The bids were reviewed by the Natural Resources Department and it is recommended that award be made to the two lowest responsive and responsible bidders meeting all bid requirements, Southern Analytical Laboratories, Inc. as the primary vendor, and Pace Analytical Services Inc. as the secondary vendor.

Annual expenditures under Contract No. C-5757 for these services during Fiscal Year 2014-2015 were \$28,886.

7. Water Quality

1. Bid Tabulation
2. Proposed Contract – Southern Analytical
3. Proposed Contract – Pace Analytical