



AGENDA ITEM REPORT

DATE: February 1, 2022
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Apparel for Lee County - Countywide

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B210356MIF, Apparel for Lee County to 1 Touch Printing L.L.C., Matteo Graphics, Inc., Promotional Designs, Inc., and Westview Corp., Inc. for the supplying of silk screen services, embroidery services and apparel, 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 contracts, 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 renewals.

II. ITEM SUMMARY

Awards competitively solicited contracts to 1 Touch Printing L.L.C., Matteo Graphics, Inc., Promotional Designs, Inc., and Westview Corp., Inc. for the supply of silk screen services, embroidery services and apparel, on an as-needed basis for an initial term of three years, as approved in the departments' annual adopted budgets. The contract can be renewed up to three additional years, upon the agreement of all parties. Total expenditures for these services for Fiscal Year 21-22 were \$206,513.22. Procurement Management received five bids and awarded contracts to four vendors, to be used in the manner that meets the needs of the department and Lee County. 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 bids for the project known as Invitation to Bid No. B210356MIF, Apparel for Lee County. On the bid deadline of December 1, 2021, Procurement Management received 5 submittals. After conducting an analysis of the bid submissions, 1 Touch Printing L.L.C., Matteo Graphics, Inc., Promotional Designs, Inc., and Westview Corp., Inc. were determined to be the responsible bidders with responsive bids.

 Staff recommends awarding contracts to 1 Touch Printing L.L.C., Matteo Graphics, Inc., Promotional Designs, Inc., and Westview Corp., Inc for use on an as-needed basis for an initial term of three years, as approved in the departments' annual adopted budget. The contract can be renewed for an additional three years, upon the agreement of all parties. Expenditures to date during Fiscal Year 21-22 were approximately \$206,513.22.
- 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 budgets.

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
1 Touch Printing LLC Contract	1/14/2022	Contract
Matteo Graphics Inc Contract	1/14/2022	Contract
Promotional Designs Inc Contract	1/14/2022	Contract
Westview Corp Inc	1/14/2022	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	1/19/2022 - 2:01 PM
Budget Services	Henkel, Anne	Approved	1/20/2022 - 7:24 AM
Budget Services	Winton, Peter	Approved	1/20/2022 - 8:36 AM
County Attorney	Swindle, Amanda	Approved	1/20/2022 - 10:12 AM
County Manager	Winton, Peter	Approved	1/20/2022 - 12:22 PM