



AGENDA ITEM REPORT

DATE: December 5, 2017
 DEPARTMENT: Procurement Management
 REQUESTER: Mary Tucker
 TITLE: Award Contracts for Apparel for Lee County

I. MOTION REQUESTED

A) Award Invitation to Bid No. B170027DKR, Apparel for Lee County, to Promotional Designs, Inc. as the primary vendor and Tom Fisher as the secondary vendor to provide silk screen services, embroidery services and apparel on an as needed basis, as approved by the departments' annual adopted budgets, for an initial period of one year.

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 negotiate renewals of the contracts, including changes in price, and to execute renewal documents for up to three additional one-year periods, with County Administration approval, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Awards Invitation to Bid No. B170027DKR, Apparel for Lee County, to Promotional Designs, Inc. as the primary vendor and Tom Fisher as the secondary vendor to provide silk screen services, embroidery services and apparel on an as needed basis for an initial period of one year. Total expenditures during Fiscal Year 2016-2017 for these products and services were approximately \$116,000.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Lee County Procurement Management advertised Invitation to Bid No. B170027DKR Apparel for Lee County to obtain bids to fulfill the County's need for silk screen services, embroidery services and apparel. On the bidding deadline of July 19, 2017, Procurement Management received three bids. Staff recommends award to Promotional Designs, Inc. as the primary vendor and Tom Fisher as the secondary vendor. Both vendors were found to be responsive and responsible with Promotional Designs, Inc. giving the greatest discount.

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?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory? .	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be as needed and within the department's annual approved, adopted budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Proposed Contract - PDI	11/17/2017	Contract
Proposed Contract - Fisher	11/17/2017	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	11/22/2017 - 12:04 PM
Budget Services	Borman, Lori	Approved	11/22/2017 - 12:10 PM
Budget Services	Winton, Peter	Approved	11/22/2017 - 2:17 PM
County Attorney	Fraser, Andrea R.	Approved	11/27/2017 - 9:29 AM
County Manager	Brady, Christine	Approved	11/27/2017 - 3:44 PM