



AGENDA ITEM REPORT

DATE: May 15, 2018
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Purchase of Locksmith Hardware, Parts and Equipment Countywide

I. MOTION REQUESTED

- A) Approve award of Formal Bid No. B170485GWT Annual-Locksmith Hardware, Parts and Equipment to Independent Hardware Inc., the responsible bidder with the lowest responsive bid, for use on an as-needed basis to purchase lock hardware and supplies, as approved in 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) Authorize the Director of Procurement Management to approve or deny price increases within the defined terms of the contract, at any time after the first year of the contract term.
- D) Grant the Director of Procurement Management the authority to negotiate renewals of the contract, including changes in price, for up to three additional one-year periods, and/or to extend the contract, and to execute all associated documents, 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 a contract to Independent Hardware Inc. for use on an as-needed basis for the purchase of lock hardware, supplies, and equipment for an initial period of one-year. Total expenditures for these products during Fiscal Year 2016-2017 were approximately \$38,330.48.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 Procurement Management advertised Invitation to Bid No. B170485GWT, Annual-Locksmith Hardware, Parts, and Equipment to contract with a vendor to supply locksmith hardware, parts, and equipment for Lee County. On the proposal deadline of December 5, 2017, the Procurement Management Department received one proposal. After review of the bid, staff recommends award to Independent Hardware Inc.

 Total expenditures for these products during Fiscal Year 2016-2017 were approximately \$38,330.48.
- 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 as approved in the departments' annual adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
<u>Independent Hardware, Inc. Vendor Signed Contract</u>	4/23/2018	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	4/24/2018 - 7:37 AM
Budget Services	Henkel, Anne	Approved	4/25/2018 - 10:51 AM
Budget Services	Winton, Peter	Approved	4/25/2018 - 1:46 PM
County Attorney	Lira, Louis C.	Approved	4/25/2018 - 2:59 PM
County Manager	Brady, Christine	Approved	5/7/2018 - 9:32 AM