



AGENDA ITEM REPORT

DATE: October 2, 2018
DEPARTMENT: Library
REQUESTER: Mindi Simon
TITLE: Award Contract for Mowing and Landscaping Maintenance for Lee County Libraries

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B180368KLC Mowing and Landscape Maintenance for Lee County Libraries to P & T Lawn and Tractor Service, Inc., the responsible bidder with the lowest responsive bid, for a period of two years, as approved in the department's adopted budget.
- B) Authorize the Chair to execute the contract documents.
- C) Authorize the Director of Procurement Management to add or delete sites and/or services as needed.
- 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 associated documents, with County Administration approval, as approved in the department's annual adopted budget, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Award contract to P & T Lawn & Tractor Service, Inc. to provide mowing and landscape maintenance services to all of the various libraries in Lee County to include but not limited to: tree care and trimming; mowing; weeding; mulching and fertilization; pest and weed control; plant replacement; and maintaining native gardens for an initial period of two years with the option to renew for three additional one-year periods, as approved in the department's annual adopted budget. Total expenditures for these services for Fiscal Year 2016-2017 were approximately \$151,930.83.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
The Lee County Library System requested Procurement Management to complete a new bid solicitation for mowing and landscape maintenance for the library system. On June 29, 2018, Procurement Management advertised Invitation to Bid No. B180368KLC Mowing and Landscape Maintenance for Lee County Libraries. On the bidding deadline of July 31, 2018, Procurement received two bids. After an analysis of the bids, staff recommends awarding the contract to P & T Lawn & Tractor Service, Inc., the lowest responsible, responsive bidder meeting specifications.
- 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.	No
F)	Fund: Library Fund Program: Lee County Library System Project: Library Operations Account Strings: KG5710114800.503490	
G)	Fund Type?	Other Library
H)	Comments: Expenditures will be as needed and within the department's annual adopted budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
<u>Mowing and Landscape Contract</u>	9/11/2018	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Library	Simon, Mindi	Approved	9/21/2018 - 1:44 PM
Budget Services	Henkel, Anne	Approved	9/24/2018 - 8:19 AM
Budget Services	Winton, Peter	Approved	9/24/2018 - 9:06 AM
County Attorney	Lira, Louis C.	Approved	9/24/2018 - 2:52 PM
County Manager	Brady, Christine	Approved	9/24/2018 - 3:31 PM