



AGENDA ITEM REPORT

DATE: December 3, 2019
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Supply of Fertilizers - Countywide

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B190403BAW, Supply of Fertilizer Countywide - Annual to Diamond R Fertilizer Co., Inc. for the purchase of liquid and granular fertilizer to be delivered at various locations within the County, on an as needed basis, in an amount not to exceed \$120,000.00 for the four year term of the contract.
- 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 contract, for up to three additional one year periods, 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 renewal.

II. ITEM SUMMARY

Awards a contract to Diamond R Fertilizer Co., Inc., the responsible bidder with the lowest responsive bid, to provide the purchase of liquid and granular fertilizer to be delivered at various locations within the County, on an as-needed basis for an initial one-year period. This is a new annual contract for Lee County, which replaces an expired informal bid. Expenditures are anticipated in an amount not to exceed \$120,000.00 for the full term of the contract, including the optional renewals. Total expenditures for these services under the informal bid totaled \$114,228.00. The increase in anticipated expenditures is due to the increase in pricing under the new solicitation, from \$7.98 to \$10.20 per gallon for liquid fertilizer since originally quoted in 2015. The unit price of the granular fertilizer decreased from \$0.46 per pound in 2015 to \$0.42 per pound under the new contract, however there is a minimum order of five 50lb bags for this product. The County will adhere to the management practices and regulations provided in Lee County Ordinance 08-08, Landscape and Fertilizer Management Regulations, for all purchases and application of fertilizers.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On April 10, 2015, Informal Bid IFB150132, Fertilizers for DOT authorized purchases for liquid and granular fertilizer which was utilized by multiple departments. The informal bid was renewable up to four years, expiring April 9, 2019. Due to the continued need for the liquid and granular fertilizers, a formal solicitation was initiated.

Procurement Management obtained bids for the project known as Invitation to Bid No. B190403BAW, Supply of Fertilizer Countywide - Annual. On the bid deadline of August 21, 2019, Procurement Management received four submittals. After conducting an analysis of the bid submissions, Diamond R Fertilizer Co., Inc. was determined to be the responsible bidder with the lowest responsive bid.

Staff recommends awarding a contract to Diamond R Fertilizer Co., Inc. for use on an as-needed basis for an initial one-year period. Expenditures are anticipated in an amount not to exceed \$120,000.00 for the initial one year term and all three one year renewal options for the contract. Total expenditures for these services under the informal bid totaled \$114,228.00. The increase in anticipated expenditures is due to the increase in pricing since originally quoted in 2015.

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
Diamond R. Fertilizer Co, Inc. Contract	11/19/2019	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Rejected	11/20/2019 - 9:18 AM
Procurement Management	Ryan, Sandra	Approved	11/20/2019 - 11:12 AM
Procurement Management	Turner, Nicole	Approved	11/21/2019 - 3:56 PM
Budget Services	Henkel, Anne	Approved	11/21/2019 - 4:15 PM
Budget Services	Winton, Peter	Approved	11/21/2019 - 4:19 PM
County Attorney	Lira, Louis C.	Approved	11/22/2019 - 10:03 AM
County Manager	Winton, Peter	Approved	11/22/2019 - 10:26 AM