

AGENDA ITEM REPORT

DATE: April 6, 2021
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Purchase and Supply of Mulch - Countywide

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B200323BJB, Purchase and Supply of Mulch – Annual to Forestry Resources, LLC and Express Mulch, Inc. for the purchase and supply of various types of mulch, pine straw and decorative shell 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 Forestry Resources, LLC and Express Mulch, Inc. for the purchase and supply of various types of mulch, pine straw and decorative shell 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 up to three additional years, upon the agreement of all parties. Procurement Management received two bids with both vendors determined to be responsive and responsible. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval. Total expenditures for these services for Fiscal Year 19-20 were \$168,867.53.

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. B200323BJB, Purchase and Supply of Mulch – Annual. On the bid deadline of September 29, 2020, Procurement Management received 2 submittals. After conducting an analysis of the bid submissions, Forestry Resources, LLC and Express Mulch, Inc. were determined to be the responsible bidders with the lowest responsive bids.

Staff recommends awarding a contract to Forestry Resources, LLC and Express Mulch, Inc. for use on an as-needed basis for an initial three years, as approved in the departments' annual adopted budget. The contract can be renewed up to three additional years, upon the agreement of all parties. Total expenditures for these services for Fiscal Year 19-20 were \$168,867.53.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments.
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 budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION**VII. FOLLOW UP****ATTACHMENTS:**

Description	Upload Date	Type
Express Mulch, Inc Proposed Contract	3/9/2021	Contract
Forestry Resources LLC Contract	3/15/2021	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Rejected	3/25/2021 - 8:00 AM
Procurement Management	Ryan, Sandra	Approved	3/25/2021 - 8:04 AM
Procurement Management	Tucker, Mary	Approved	3/25/2021 - 9:13 AM
Budget Services	Henkel, Anne	Approved	3/25/2021 - 9:36 AM
Budget Services	Winton, Peter	Approved	3/25/2021 - 4:00 PM
County Attorney	Swindle, Amanda	Approved	3/26/2021 - 9:04 AM
County Manager	Winton, Peter	Approved	3/26/2021 - 1:17 PM