

**AGENDA ITEM REPORT**

**DATE:** December 15, 2020  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contract for Ford Automobile Purchases

**I. MOTION REQUESTED**

- A) Award Invitation to Bid No. B200417BAG, Ford Automobiles, Sport Utility Vehicles, Passenger & Light Duty Vans to Sam Galloway Ford, Inc. for the purchase of vehicles for County use from Ford Motor Company Division of dealers, including sport utility vehicles, passenger and light duty vans, light and medium duty trucks, and cab/chassis on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budgets. Purchases in excess of \$100,000.00 will be presented to the Board for approval.
- B) Authorize the County Manager or Designee the authority to apply Local Vendor Preference of 3% to the award to Sam Galloway Ford, Inc.
- C) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- D) Grant the County Manager or designee the authority to renew the contract, 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 renewal.

**II. ITEM SUMMARY**

Awards a competitively solicited contract to Sam Galloway Ford, Inc. for the purchase of Ford automobiles, sport utility vehicles as well as passenger and light duty vans, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budgets. The contract can be renewed up to three years, upon the agreement of both parties. Total expenditures for these services for Fiscal Year 19-20 were \$2,718,753.60. Sam Galloway Ford, Inc. provides the highest discount percentage, after application of the Local Vendor Preference of 3%, and was determined to be the most responsible and responsive bidder. Purchases in excess of \$100,000.00 will be presented to the Board for approval.

**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. B200417BAG, Ford Automobiles, Sport Utility Vehicles, Passenger & Light Duty Vans. On the bid deadline of November 3, 2020, Procurement Management received two submittals. After conducting an analysis of the bid submissions, Sam Galloway Ford, Inc. was determined to be the most responsible and responsive bidder with the highest discount percentage, after application of the Local Vendor Preference of 3%.

Staff recommends awarding a contract to Sam Galloway Ford, Inc. for use on an as-needed basis for an initial three year period as approved in the departments' annual adopted budgets. Purchases in excess of \$100,000.00 will be presented to the Board for approval. The contract can be renewed up to three years, upon the agreement of both parties. Total expenditures for these services for Fiscal Year 19-20 were \$2,718,753.60.

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.	
F)	Fund: Program:	

	Project: Account Strings:	
G)	Fund Type?	Other: Vehicle Replacement
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">VENDOR EXECUTED RFP200327BAG from Galloway Ford</a>	12/8/2020	Agreement