



AGENDA ITEM REPORT

DATE: October 19, 2021
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contracts for Lubricant Products - Countywide

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B210268LLP, Lubricant Products to Horseless Carriage Aficionado, LLC DBA Mighty Auto Parts and Palmdale Oil Company, Inc., for the purchase of Lubricant Products, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budgets. 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 additional 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 Horseless Carriage Aficionado, LLC DBA Mighty Auto Parts and Palmdale Oil Company, Inc., for the purchase of lubricant products, on an as-needed basis, as approved in the departments' annual adopted budgets. Departments that use this contract in previous years include Solid Waste, Fleet, and Transit. Total expenditures for these services for Fiscal Year 2020/2021 was approximately \$31,326.00.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
Procurement Management obtained bids on behalf of the Board of County Commissioners for the project known as Invitation to Bid No B210268LLP, Lubricant Products. On the bid deadline of August 2, 2021, Procurement Management received two submittals. After conducting an analysis on the bid submissions, it was determined that both vendors were responsive and responsible bidders. The two vendors include Horseless Carriage Aficionado, LLC DBA Mighty Auto Parts and Palmdale Oil Company, Inc. Procurement Management recommends award to both vendors.
- 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 budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Mighty Auto Parts Proposed Contract	9/28/2021	Contract
Palmdale Oil Proposed Contract	9/28/2021	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	10/7/2021 - 1:12 PM
Budget Services	Henkel, Anne	Approved	10/7/2021 - 1:49 PM
Budget Services	Winton, Peter	Approved	10/8/2021 - 9:55 AM
County Attorney	Swindle, Amanda	Approved	10/8/2021 - 10:49 AM
County Manager	Winton, Peter	Approved	10/8/2021 - 12:16 PM