

**AGENDA ITEM REPORT**

**DATE:** September 20, 2022  
**DEPARTMENT:** Fleet Management  
**REQUESTER:** Mack Young  
**TITLE:** Award Contract to Sam Galloway Ford for Ford Vehicle Service and Repair

**I. MOTION REQUESTED**

A) Award Invitation to Bid No. B220183CMR, Ford Vehicle Service and Repair – Annual to Sam Galloway Ford, Inc. and Sam Galloway Ford South, LTD., for the service and repair of County owned Ford Vehicles, on an as needed basis, for an initial term of one (1) three (3) year period, as approved in the departments' annual adopted budget. Singular purchases in excess of \$100,000 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 (3) 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 renewal.

**II. ITEM SUMMARY**

Awards a competitively solicited three-year contract to Sam Galloway Ford South, LTD and Sam Galloway Ford, Inc. for the service and repair of County owned Ford vehicles on an as needed basis. The contract can be renewed for up to three additional years upon the agreement of both parties. Sam Galloway Ford provides the highest discount percentage after application of the local vender preference and was determined to be the most responsible and responsive bidder. Total expenditures for these services for Fiscal Year 21-22 to-date are \$44,043.53.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

Procurement Management obtained bids for an Invitation to Bid No. B220183CMR, Ford Vehicle Service and Repair. After conducting an analysis of the bid submission, Sam Galloway Ford Inc. was determined to be the most responsible and responsive bidder with the highest discount percentage after application of the local vender preference of parts cost plus 10%

B) Policy IssuesC) BoCC GoalsD) AnalysisE) 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: Vehicle Repair Parts and Service Program: Project: Account Strings: JB5191059400.504655	
G)	Fund Type?	Other: Vehicle Repair Parts and Service
H)	Comments: Purchases will be on an as needed basis and are in accordance with the department's annual adopted budget.	

**V. RECOMMENDATION**

Approve

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

Description

Upload Date

Type

[Sam Galloway Ford South, LTD](#)

7/25/2022

Agreement

[Sam Galloway Ford, Inc.](#)

7/25/2022

Agreement

**REVIEWERS:**

Department

Reviewer

Action

Date

Fleet Management

Young, Mack

Approved

9/7/2022 - 9:07 AM

Budget Services

Henkel, Anne

Approved

9/8/2022 - 12:29 PM

Budget Services

Winton, Peter

Approved

9/8/2022 - 3:59 PM

County Attorney

Swindle, Amanda

Approved

9/9/2022 - 8:17 AM

County Manager

Salyer, Glen

Approved

9/13/2022 - 12:12 PM