



AGENDA ITEM REPORT

DATE: December 5, 2023
DEPARTMENT: Fleet Management
REQUESTER: Jesse Lavender
TITLE: Award Contract for Fuel Site Service and Repair - Countywide

I. MOTION REQUESTED

A) Award Invitation to Bid No. B230519CMR, Fuel Site Service and Repair to the lowest responsible bidder Southern Tank and Pump Co. for servicing and repairing the County's fuel sites, on an as needed basis, for an initial term of three (3) years, as approved in the departments annual adopted budget.

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 (3), 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 a competitively solicited contract for Fuel Site Service and Repair to the lowest responsible bidder, Southern Tank and Pump Co., for servicing and repairing the County's fuel sites on an as needed basis for a period of three years. Services include annual maintenance and necessary repairs to keep the County's fuel sites operational. Fleet Management and Solid Waste are the primary departments using these services. Total expenditures for these services in FY 22/23 was approximately \$150,000.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On September 19, 2023, the Board of County Commissioners approved the FY 23/24 budget. The budget included funding for fuel site service and repair in Fleet Management and Solid Waste's operating budgets.

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.	No
F)	Fund: Various department funds. Program: Project: Account Strings:	
G)	Fund Type?	Other: Various Department Funds
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
B230519CMR Southern Tank OCRd.pdf	11/7/2023	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Fleet Management	Lamontagne, Angela	Approved	11/22/2023 - 11:05 AM
Fleet Management	Lavender, Jesse	Approved	11/22/2023 - 11:06 AM
Budget Services	Henkel, Anne	Approved	11/27/2023 - 1:43 PM
Budget Services	Winton, Peter	Approved	11/27/2023 - 3:35 PM
County Attorney	Swindle, Amanda	Approved	11/28/2023 - 8:14 AM
County Manager	Codie, Robert	Approved	11/28/2023 - 8:19 AM