



AGENDA ITEM REPORT

DATE: April 2, 2024
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Bottled Water and Delivery

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B240103CFC, Bottled Water Purchase and Delivery to BlueTriton Brands, Inc. for the supply and delivery of bottled water, water-dispensing equipment, accessories, and servicing from the vendor, 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 contract, for up to two additional one-year periods, 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(s).

II. ITEM SUMMARY

Awards a contract to BlueTriton Brands, Inc. for the supply and delivery of bottled water, water-dispensing equipment, accessories, and servicing from the vendor on an as-needed basis for an initial period of three years with an option to renew the contract for up to two additional one-year periods. Most county departments use these services. Total expenditures under this contract during Fiscal Year 2022-2023 were approximately \$175,019.32.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
On January 12, 2024, Procurement Management issued an Invitation to Bid No. B240103CFC for Bottled Water Purchase and Delivery. On the solicitation deadline of February 14, 2024, Procurement Management received one submittal. After conducting an analysis of the bid submission, BlueTriton Brands, Inc. was determined to be the lowest responsive and responsible bidder.
- 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?	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: Various 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
B240103CFC Blue Triton Brands Contract	3/20/2024	Contract
B240103CFC BlueTriton Brands Pricing Comparison OCR	3/20/2024	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	3/21/2024 - 7:36 AM
Budget Services	Henkel, Anne	Approved	3/21/2024 - 9:02 AM
Budget Services	Winton, Peter	Approved	3/21/2024 - 10:05 AM
County Attorney	Holborn , Robert	Approved	3/21/2024 - 1:50 PM
County Manager	Winton, Peter	Approved	3/22/2024 - 8:52 AM