



AGENDA ITEM REPORT

DATE: April 16, 2024
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Annual Contract for the Purchase and Supply of Mulch Products

I. MOTION REQUESTED

A) Award Invitation to Bid No. B240126KCW - Purchase and Supply of Mulch to Express Mulch Inc., and Forestry Resources, LLC for the purchase and supply of mulch-related 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 two 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(s).

II. ITEM SUMMARY

Awards competitively solicited contracts to Express Mulch, Inc. and Forestry Resources, LLC for the purchase and supply of mulch-related products, on an as-needed basis for an initial term of three years, as approved in the departments' annual adopted budget. The contract can be renewed for up to two additional years, upon the agreement of all parties. Procurement Management received three bids with two vendors determined to be responsive and responsible. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval. Total expenditures for these services for Fiscal Year 22-23 was \$86,189.80 by the Parks and Recreation, Transportation and Municipal Services Taxing/Benefits Units departments.

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. B240126KCW – Purchase and Supply of Mulch – Annual. Three bids were received on the bid closing date of March 04, 2024. After an analysis of the bid submittals was performed, Express Mulch Inc. and Forestry Resources, LLC were deemed the lowest responsive and responsible bidders.

Staff recommends awarding a contract to Express Mulch Inc. and Forestry Resources, LLC for use on an as-needed basis for an initial term of three years, as approved in the departments' annual adopted budget. The contract can be renewed for up to two additional years upon agreement of all parties. Total expenditures for these products for Fiscal Year 22–23 was \$86,189.80.

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: 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
B240126KCW Express Mulch Contract Vendor Executed OCR	4/2/2024	Contract
B240126KCW Forestry Resources Contract Vendor Signed OCR	4/3/2024	Contract
B240126KCW -Price Comparisons	4/3/2024	Backup Material
041624R-C-30-Agreement for Purchase and Supply of Mulch - Express Mulch Inc.	4/22/2024	Contract
041624R-C-30-Agreement for Purchase and Supply of Mulch - Forestry Resources	4/22/2024	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	4/3/2024 - 4:05 PM
Budget Services	Henkel, Anne	Approved	4/4/2024 - 9:49 AM
Budget Services	Winton, Peter	Approved	4/4/2024 - 10:07 AM
County Attorney	Holborn , Robert	Approved	4/9/2024 - 9:15 AM
County Manager	Winton, Peter	Approved	4/9/2024 - 9:24 AM