

AGENDA ITEM REPORT

DATE: June 17, 2025
DEPARTMENT: Utilities
REQUESTER: Pamela Keyes
TITLE: Award Annual Contract for Laboratory Equipment, Supplies, and Materials

I. MOTION REQUESTED

- A. Award Invitation to Bid No. B250151DJN, Hach Laboratory Equipment, Supplies, and Materials - Annual to HD Supply, Inc. d/b/a USABUEBOOK, for the purchase of laboratory equipment, supplies, and materials, on an as-needed basis, for an initial term of three years, as approved in the departments' annual adopted budget. 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(s), for up to three additional one-year terms, 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 an annual contract to HD Supply, Inc. d/b/a USABUEBOOK, to purchase Hach brand laboratory equipment, supplies, and materials which are used at all Lee County Utilities' water and wastewater facilities, as well as the Natural Resources Environmental Laboratory. These products are vital for maintaining compliance with regulatory standards and ensuring accurate testing of water, wastewater, and other environmental samples. The initial term of the contract is for three years, and may be renewed for up to three additional one-year periods. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval. Total expenditures for the prior twelve-month period were \$297,701.71 countywide.

III. BACKGROUND AND IMPLICATIONS OF ACTION

Procurement Management obtained bids for the project known as Invitation to Bid No. B250151DJN, Hach Laboratory Equipment, Supplies, and Materials – Annual. On the bid deadline of April 10, 2025, Procurement Management received two bids. After analyzing the bid submittals of Hach Company and HD Supply Inc., d/b/a USABUEBOOK it was determined USABUEBOOK was the lowest responsible and responsive bid, determined by Lee County Procurement Ordinance 22-06 & 23-21.

Hach brand laboratory equipment supplies, and materials are utilized by all Lee County Utilities' water and wastewater facilities and the Natural Resources Environmental Laboratory. These products are vital for maintaining compliance with regulatory standards and ensuring accurate testing of water, wastewater, and other environmental samples. Using Hach brand helps ensure compatibility across equipment and supplies, supports consistency in testing, and simplifies maintenance.

Current Board approval will award a contract to HD Supply, Inc. d/b/a USABUEBOOK, for an initial term of three years with option to renew an additional two years.

Hach Company-Lab Equipment, Materials, Supplies PO/Sole Source Total Annual Expenditures & Estimated Spend

	FY23 POs & SS220237	FY24 POs & SS230163	FY25 POs & SS230163	FY26 Estimated Spend
Amount	\$147,377.34	\$208,649.88	\$202,149.63 / \$120,000.00	
TOTAL	\$147,377.34	\$208,649.88	\$322,149.60	\$400,000.00

IV. FINANCIAL INFORMATION

Current Year Dollar Amount: \$400,000

Included in the Current Budget?: Yes
Fund: Enterprise
Comments:

Is this a revenue or expense item? Expense
Is this Discretionary or Mandatory? Discretionary
Will this item impact future budgets? No
Program: Utilities
Project: Hach Company Laboratory Supplies
Account Strings: Various OPS & MM
Fund Type? Utilities OPS & Water & Sewer R&R

V. RECOMMENDATION

Approve

ATTACHMENTS:

OCR - Vendor Executed - B250151DJN

REVIEWERS:

Michelle Rios, Utilities
Mary Tucker, Procurement
Pamela Keyes, Utilities
Anne Henkel, Budget Services
Angela Guttery, Budget Services
Peter Winton, County Manager
Amanda Swindle, County Attorney
Marc Mora, County Manager

Created/Initiated - 6/4/2025
Approved - 6/5/2025
Approved - 6/5/2025
Approved - 6/6/2025
Approved - 6/6/2025
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Approved - 6/6/2025
Final Approval - 6/10/2025