

AGENDA ITEM REPORT

DATE: September 2, 2025
DEPARTMENT: Fleet Management
REQUESTER: Schecyl Santiago-Lugo
TITLE: Award Contract for Ford OEM Parts

I. MOTION REQUESTED

- A. Award Invitation to Bid No. B250181JLO Ford OEM Parts to Sam Galloway Ford, Inc. for the purchase of Ford Motor Company OEM parts, on an as-needed basis, for an initial term of three years, as approved in the department's 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 contract, for up to two additional years, and to execute all associated documents, as approved in the department's annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Awards a contract to Sam Galloway Ford, Inc. to purchase of Ford Motor Company OEM parts, on an as-needed basis. The contract has an initial term of three years, as approved in the department's annual adopted budget. The estimated annual expenditure is \$400,000.

Fleet Management currently maintains 849 Ford vehicles, including 14 ambulances equipped with Ford engines. The use of Ford OEM parts is essential to maintain the integrity of the fleet and to comply with warranty requirements.

III. BACKGROUND AND IMPLICATIONS OF ACTION

Fleet Management currently maintains a total of 849 Ford vehicles, including 14 ambulances equipped with Ford engines. The use of Ford OEM parts is essential to maintain the integrity of the fleet and to comply with warranty requirements. Fleet Management projects an estimated annual expenditure of \$400,000.

IV. FINANCIAL INFORMATION

Current Year Dollar Amount: \$400,000
Included in the Current Budget?: Yes
Fund: Fleet Operating
Comments:

Is this a revenue or expense item? Expense
Is this Discretionary or Mandatory? Discretionary
Will this item impact future budgets? No
Program:
Project:
Account Strings: JB5191059400
Fund Type? Fleet Operating

V. RECOMMENDATION

Approve

ATTACHMENTS:

Unit Price Verification Sheet, Vendor Executed Contract OCR

REVIEWERS:

Mark Santiago, Fleet Management

Created/Initiated - 8/20/2025

Mary Tucker, Procurement
Schecyl Santiago, Fleet Management
Anne Henkel, Budget Services
Peter Winton, County Manager
Amanda Swindle, County Attorney
Robert Codie, County Manager

Approved - 8/21/2025
Approved - 8/21/2025
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Approved - 8/21/2025
Approved - 8/25/2025
Final Approval - 8/25/2025