

**AGENDA ITEM REPORT****DATE:** December 2, 2025**DEPARTMENT:** Procurement**REQUESTER:** Mary Tucker**TITLE:** Award Countywide Annual Contract for Vac-Con Parts and Service**I. MOTION REQUESTED**

- A. Award Invitation to Bid No. B250289JAK, Vac-Con OEM Parts and Service to Southern Sewer Equipment Sales and Service, Inc. for the purchase of Vac-Con Replacement Parts, Parts Repairs and Service, 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 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.

**II. ITEM SUMMARY**

Awards a competitively bid contract to Southern Sewer Equipment Sales and Service, Inc. for the purchase of Vac-Con OEM Replacement Parts, Parts Repairs and Service for vehicles owned by the County. Expenditures will be on an as-needed basis as approved in the departments' annual adopted budgets. The initial contract is for a term of three years, with the option to renew for an additional two years. The prior twelve-month expenditures for these purchases were \$157,204.07 by the Fleet and Utilities departments. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

Procurement Management solicited for bids for the project known as Bid No. B250289JAK, Vac-Con OEM Parts and Service. On the bid deadline of September 9, 2025, Procurement Management received one submittal. After conducting an analysis on the bid submission, staff recommends making an award to the vendor that was found responsive and responsible. A Notice of Intended Decision was posted on September 16, 2025 to award a competitively bid contract to Southern Sewer Equipment Sales and Service, Inc. for the purchase of Vac-Con OEM Replacement Parts, Parts Repairs and Service for vehicles owned by the County.

Vac-Con OEM parts and services are required by various departments on an as-needed basis throughout the year. Total expenditures for these services during Fiscal Year 2024-2025 were \$157,204.07 by the Fleet and Utilities departments.

**IV. FINANCIAL INFORMATION**

Current Year Dollar Amount:	See Comment below.
Included in the Current Budget?:	Yes
Fund:	Various department funds.
Comments:	Expenditures will be on an as-needed basis as approved in departments' annually adopted budgets.

Is this a revenue or expense item? Expense

Is this Discretionary or Mandatory? Discretionary

Will this item impact future budgets? N/A

Program: Various

Project: N/A

Account Strings: Various

Fund Type? Various

**V. RECOMMENDATION**

Approve

**ATTACHMENTS:**

Proposed Contract - B250289JAK Vac-Con Parts and Service, Contract Price Comparison - B250289JAK, B250289JAK Bid Tabulation

**REVIEWERS:**

Angela Cabrini, Procurement

Created/Initiated - 11/19/2025

Mary Tucker, Procurement

Approved - 11/20/2025

Anne Henkel, Budget Services

Approved - 11/20/2025

Robert Holborn, County Attorney

Approved - 11/20/2025

Peter Winton, County Manager

Final Approval - 11/20/2025