



AGENDA ITEM REPORT

DATE: October 18, 2022
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Fuel Tank Cleaning/Inspection - Countywide

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B220376LLP, Fuel & Tank Cleaning/Inspection to Tank Wizards, Inc. to provide fuel tank cleaning services 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, for up to three 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.

II. ITEM SUMMARY

Awards competitively solicited contract to the responsible bidder with the lowest responsive bid for the fuel and tank cleaning/inspection services, on an as needed basis countywide, as approved in the department's annual adopted budgets. The contract is awarded to Tank Wizards, Inc., for a period of three years with the option to renew for three additional years upon the agreement of both parties. Total expenditures for these services during Fiscal Year 2021-2022 were approximately \$59,280.00.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 Procurement Management obtained bids on behalf of the Board of County Commissioners for the project known as Invitation to Bid No. B220376LLP, Fuel & Tank Cleaning/Inspection. On the bid deadline of August 23, 2022, Procurement Management received one submittal. After conducting an analysis on the bid submission, the vendor was determined to be a responsive and responsible bidder. Procurement Management recommends award to vendor, Tank Wizards, Inc.

 Fuel tank cleaning and fuel polishing services are required by various departments on an as needed basis throughout the year. Total expenditures for these services during Fiscal Year 2021-2022 were approximately \$59,280.00.
- 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: Program: Project: Account Strings:	
G)	Fund Type?	
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
Tank Wizards, Inc. Contract	9/15/2022	Contract
101822R-C-38-Fuel and Tank Cleaning Inspection Agreement - Tank Wizards Inc.	10/27/2022	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Westen, Samantha	Approved	10/10/2022 - 5:15 PM