



AGENDA ITEM REPORT

DATE: September 19, 2017
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contracts for Lubricant Products

I. MOTION REQUESTED

A) Award Invitation to Bid No. B170172TJM Lubricant Products to the following vendors as either a primary vendor or secondary vendor for each of the lubricant categories (1-10) and for the unit prices listed on Attachment 1 "Unit Prices for Award by Category", for an initial period of one year, as approved in the departments' annual adopted budgets: Edison Oil Company; Flamingo Oil Corporation; Howell Oil Company; and Palmdale Oil Company, Inc.

B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

C) Authorize the Director of Procurement Management to 1) grant or deny vendor requests for rate increases due to a market increase, or as a result of a Producer Price Index increase causing an increase to the cost of product delivery; and 2) approve purchases of additional lubricant items as needed under these contracts at the not-to-exceed percentage mark-up rates listed on Attachment 1 "Unit Prices for Award by Category". Authorize the Director of Procurement Management to execute amendments to the contracts necessary for the price changes.

D) Grant the Director of Procurement Management the authority to negotiate renewals of the contracts, including changes in price, and to execute renewal documents for up to three additional one-year periods, with County Administration approval, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Awards Invitation to Bid No. B170172TJM Lubricant Products and provides the County with four vendors from which to purchase various lubricant products on an as-needed basis. Each lubricant category is awarded to a primary (lowest bid) and a secondary (next lowest bid) vendor. Total expenditures for these products in FY2015-2016 were \$208,766.22.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On April 4, 2017, Procurement Management issued Invitation to Bid No. B170172TJM for Lubricant Products. On the bidding deadline of May 8, 2017, Procurement received seven bids. After conducting an analysis on the bid submissions, staff recommends making an award for a primary vendor (lowest bid) and secondary vendor (next lowest bid) for each lubricant category.

Lubricant products are typically used by Fleet Management, Solid Waste, and Lee Tran to keep up with the County's vast array of vehicles, trucks, buses and equipment and keep them running. Staff recommends awarding all four vendors as primary and secondary vendors as indicated on Attachment 1 "Unit Prices for Award by Category". During Fiscal Year 2015-2016, total expenditures for lubricant products purchased county-wide were approximately \$208,766.22.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See H) 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.	Yes
F)	Fund: Program:	

	Project: Account Strings:	
G)	Fund Type?	General Fund
H)	Comments: Funding is available in the departments' annual adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Bid Tabulation	9/1/2017	Backup Material
Proposed Contract - Edison Oil Company	9/1/2017	Contract
Proposed Contract - Flamingo Oil Corporation	9/1/2017	Contract
Proposed Contract - Howell Oil Company	9/1/2017	Contract
Proposed Contract - Palmdale Oil Company	9/1/2017	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Westen, Samantha	Approved	9/14/2017 - 1:25 PM