

**AGENDA ITEM REPORT**

DATE: August 7, 2018
DEPARTMENT: Parks and Recreation
REQUESTER: Jesse Lavender
TITLE: Extend Annual Contract for Mowing - Parks

I. MOTION REQUESTED

- A) Approve extension of the annual contract with P & T Lawn & Tractor Service, Inc., under Invitation to Bid No. B-130337, Mowing - Parks, for an additional six-month period, through April 1, 2019, for use on an as needed basis for mowing, as approved in the department's annual approved, adopted budgets.
- B) Authorize the Director of Procurement Management or designee to sign the extension documents on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approve extension of the annual contract with P & T Lawn & Tractor Service, Inc. for an additional six-month period through April 1, 2019, for use on an as needed basis for mowing, as approved in the department's annual approved, adopted budgets. Board approval will allow the purchasing of these services to continue uninterrupted until the formal solicitation process is completed. Total expenditures for these services during Fiscal Year 2016-2017 was approximately \$355,206.58. Included in budget.

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History

On September 24, 2013, the Board of County Commissioners awarded Invitation to Bid No. B-130337 for the purchase of mowing for Lee County Parks and Recreation. The original term of the contract was for one-year with an option to renew for four additional one-year periods. Board approval will allow the purchasing of these services to continue uninterrupted until the formal solicitation process is completed.

Total expenditures for these services during Fiscal Year 2016-2017 were approximately \$355,206.58.

B) Policy IssuesC) BoCC Goals

This contract meets the core level of service for various park facilities.

D) Analysis

This contract helps to offset extra staff costs; contractor has necessary qualifications to maintain parks ballfields and other facilities.

E) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$175,000 (estimate)
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.	No
F)	Fund: General, MSTU & Capital Improvement-Environmentally Sensitive Land Management Program: Parks and Recreation Operations Project: Parks/Conservation 20/20 Mowing Account Strings: KH5722000100.503490, KH5722015500.503490 & KH5722030105.503490	
G)	Fund Type?	General Fund, Unincorporated MSTU, Other Capital Improvement-Environmentally Sensitive Land Management
H)	Comments: Expenditures will be as needed and within the department's annual approved, adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

Six month extension through April 1, 2019 for continual services.

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Extension Letter	7/23/2018	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Parks and Recreation	Turner, Nicole	Approved	7/23/2018 - 1:30 PM
Parks and Recreation	Lavender, Jesse	Approved	7/23/2018 - 2:02 PM
Budget Services	Guttery, Angela	Approved	7/23/2018 - 4:29 PM
Budget Services	Winton, Peter	Approved	7/24/2018 - 8:14 AM
County Attorney	Fraser, Andrea R.	Approved	7/24/2018 - 3:09 PM
County Manager	Winton, Peter	Approved	7/25/2018 - 12:48 PM