

AGENDA ITEM REPORT

DATE: December 2, 2025
DEPARTMENT: Procurement
REQUESTER: Mary Tucker
TITLE: Approve Countywide Annual Piggyback Contract for Purchase of OEM Vehicle Parts & Supplies

I. MOTION REQUESTED

- A. Approve Piggyback No. PB250334SAM to utilize pricing on Sourcewell Contract No. 080124-NVS for OEM Vehicle Parts and Supplies, for the purchase of vehicle parts and supplies from International Parts (Navistar), on an as-needed basis, through the contract expiration date of November 14, 2028, and any renewals or extensions approved by Sourcewell, as approved in the department's annual adopted budgets.
- 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 one-year periods, and to execute all associated documents, as approved in the department's annual budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Approves the use of the competitively solicited Sourcewell contract for OEM Vehicle Parts and Supplies to purchase International original equipment manufacturer (OEM) parts and supplies with related equipment, accessories, and services, on an as-needed basis, through the contract expiration date of November 14, 2028, and any renewals or extensions approved by Sourcewell, as approved in the department's annual adopted budgets.

Using the piggyback method allows the County to take advantage of large-scale contract volume discounts. The County benefits from a shorter timeframe because a competitive procurement process has already been conducted. A market analysis was completed and the purchase under this contract will represent savings of an average of 22%. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.

III. BACKGROUND AND IMPLICATIONS OF ACTION

On June 13, 2024, Sourcewell solicited a Request for Proposal #080124-NVS, that went through the competitive procurement process and negotiations for the purchase of OEM vehicles parts and supplies from International Motors, LLC dba Fleet Charge. The proposals were opened on August 1, 2024 and 15 proposals were received. The Proposal Evaluation Committee applied the Sourcewell RFP evaluation criteria and determined that Navistar Inc., has been building and selling buses and trucks for over 100 years. Navistar operates more than 600 dealer locations along with 7 distribution centers across the United States and Canada. Participating entity will have access to their Fleet Charge portal which gives them access to invoices and custom reporting capabilities. For these reasons, the Sourcewell Proposal Evaluation Committee recommended award of Sourcewell Contract #080124 to Navistar Inc. 080124-NVS.

A market analysis was completed, and it was determined that the piggyback purchase option provides the highest discounts for the County, with an average of 22% discount off various vehicles parts and supplies when compared to previous invoices.

IV. FINANCIAL INFORMATION

Current Year Dollar Amount:	See Comments 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?

Program: N/A
Project: N/A
Account Strings: N/A
Fund Type? Various department funds.

V. RECOMMENDATION

Approve

ATTACHMENTS:

PB250334SAM Proposed Agreement, PB250334SAM - Sourcewell Navistar Contract 080124, PB250334SAM Backup Packet

REVIEWERS:

Angela Cabrini, Procurement
Mary Tucker, Procurement
Anne Henkel, Budget Services
Robert Holborn, County Attorney
Peter Winton, County Manager

Created/Initiated - 11/19/2025
Approved - 11/19/2025
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Final Approval - 11/19/2025