



**AGENDA ITEM REPORT**

**DATE:** September 19, 2023  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Piggyback for Liquid Petroleum Gas

**I. MOTION REQUESTED**

A) Approve Piggyback No. PB230517SML to utilize pricing on The School Board of Polk County, Florida Contract No. 058-PGB-0618 for Bulk Liquid Petroleum Gas Delivery, for the purchase of liquid petroleum (propane), on an as needed basis, through the contract expiration date of June 30, 2028, and any renewals or extensions approved by The School Board of Polk County, Florida, as approved in the departments' annual adopted budgets. Individual purchases in excess of \$100,000.00 will be brought 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 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(s).

**II. ITEM SUMMARY**

Authorizes County departments to use pricing on The School Board of Polk County, Florida contract for the purchase and delivery of liquid petroleum gas on an as needed basis for its vehicles and facility from Amerigas Propane, L.P., at the unit cost established by the contract. Total expenditures for these products for Fiscal Year 2021-2022 were \$833,411.89. Lee County's total usage is considered a small delivery by propane companies. It will be more cost effective and beneficial to the County to utilize this piggyback which is negotiated at a larger quantity purchase than completing a new solicitation for small quantity deliveries.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
 The School Board of Polk County, Florida solicited bids on Invitation to Bid number 058-PGB-0618 Bulk LP Gas Delivery. The contract was awarded to Amerigas Propane, L.P. and is available for piggyback. Approval of Piggyback No. PB180249RJD allows the County to utilize the contract for purchases through its expiration date of May 30, 2022 and any contract renewals or extensions approved by The School Board of Broward County, Florida. The term of the contract is through May 30, 2022 with the option to renew for two additional one-year periods.
- 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.	No
F)	Fund: Other Program: Project: Account Strings: Various funds	
G)	Fund Type?	Other: Various Department Funds
H)	Comments: Expenditures will be as needed and within the department's annual adopted budgets.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Piggyback Propane Agreement Vendor Executed OCR</a>	9/7/2023	Agreement
<a href="#">Piggyback Summary Form - Propane OCR</a>	9/7/2023	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	9/7/2023 - 2:01 PM
Budget Services	Henkel, Anne	Approved	9/8/2023 - 9:10 AM
Budget Services	Winton, Peter	Approved	9/8/2023 - 9:44 AM
County Attorney	Swindle, Amanda	Approved	9/11/2023 - 8:16 AM
County Manager	Winton, Peter	Approved	9/11/2023 - 11:14 AM