

AGENDA ITEM REPORT

DATE: April 21, 2020
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Purchase and Delivery of Bottled Water - Countywide

I. MOTION REQUESTED

A) Award Invitation to Bid No. B200106DWJ, Purchase and Delivery of Bottled Water – Annual to DS Services of America, Inc. for the supply and delivery of bottled water, including water-dispensing equipment Countywide, on an as needed basis, for an initial term of one-year, as approved in the departments’ annual adopted budgets, in the total amount of \$80,000.00.
 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 one year periods, 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 a contract to DS Services of America, Inc. to provide the supply and delivery of bottled water, including water-dispensing equipment Countywide, on an as-needed basis for an initial one-year period in the total amount of up to \$80,000.00. The contract can be renewed up to three additional one-year periods, upon the agreement of both parties. The contract was bid in February and DS Services was deemed the lowest bidder.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management obtained bids for the project known as Invitation to Bid No. B200106DWJ, Purchase and Delivery of Bottled Water – Annual. On the bid deadline of February 13, 2020, Procurement Management received two submittals. After conducting an analysis of the bid submissions, DS Services of America, Inc. was determined to be the responsible bidder with the lowest responsive bid.

Staff recommends awarding a contract to DS Services of America, Inc. for use on an as-needed basis for an initial one-year period in the total amount of \$80,000. The contract can be renewed up to three additional one-year periods, upon the agreement of both parties. Total expenditures for these services for Fiscal Year 2018-2019 were \$76,597.62.

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
DS Services of America Contract	3/20/2020	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Westen, Samantha	Approved	4/14/2020 - 1:21 PM