

AGENDA ITEM REPORT

DATE: February 7, 2023  
 DEPARTMENT: Procurement Management  
 REQUESTER: Mary Tucker  
 TITLE: Approve Contract Amendment for Purchase and Delivery of Bottled Water - Countywide

I. MOTION REQUESTED

A) Approve Amendment No. 4 to the contract with DS Services of America, Inc., under Solicitation No. B200106DWJ Purchase and Delivery of Bottled Water. The amendment authorizes contract renewal through April 20, 2024, and will update Exhibit B – Fee Schedule, increasing the costs of line items, as shown on the attached Price Comparison.  
 B) Grant the County Manager or designee the authority to execute any documents associated with the amendment on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves an amendment to the annual contract with DS Services of America, Inc., for the supply and delivery of bottled water, including water-dispensing equipment Countywide. Expenditures will be on an as needed basis, as approved in the departments' annual adopted budgets. Total expenditures for DS Services of America, Inc. to provide these services during Fiscal Year 2022-2023 were approximately \$109,195.50.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History  
 On April 21, 2020, the Board of County Commissioners awarded B200106DWJ Purchase and Delivery of Bottled Water, to DS Services of America, Inc., to supply and deliver bottled water, including water-dispensing equipment Countywide on an as needed basis. The original term of the contract was for an initial period of three years with an option to renew for an additional three one-year periods. The amendment authorizes contract renewal through April 20, 2024, and will update Exhibit B – Fee Schedule, increasing the costs of line items, as shown on the attached Price Comparison. Total expenditures for DS Services of America, Inc. to provide these services during Fiscal Year 2022-2023 were approximately \$109,195.50.
- 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
<a href="#">DS Services Inc - Original Contract</a>	1/11/2023	Agreement
<a href="#">DS Services - Amendment 1</a>	1/11/2023	Agreement
<a href="#">DS Services - Amendment 2</a>	1/11/2023	Agreement
<a href="#">DS Services - Amendment 3</a>	1/11/2023	Agreement
<a href="#">DS Services Proposed Amendment 4</a>	1/20/2023	Agreement
<a href="#">Price Comparison</a>	1/12/2023	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	1/25/2023 - 1:21 PM
Budget Services	Henkel, Anne	Approved	1/27/2023 - 10:36 AM
Budget Services	Winton, Peter	Approved	1/27/2023 - 10:43 AM
County Attorney	Swindle, Amanda	Approved	1/27/2023 - 11:10 AM
County Manager	Winton, Peter	Approved	1/27/2023 - 11:44 AM