

AGENDA ITEM REPORT

DATE: September 18, 2018
DEPARTMENT: Transit
REQUESTER: Steve Myers
TITLE: Approve Contract for Shelter Structures for LeeTran's Passenger Amenities Program

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B180127LAC, Shelter Structures for LeeTran's Passenger Amenities Program to Brasco International, Inc., the responsible bidder with the lowest responsive bid, for a period of three years at the rates and terms provided in the proposed contract documents, as approved in the department's adopted budget.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Authorize the Director of Procurement Management to approve price increases within the defined terms of the contract, with County Administration approval, at any time after the first year of the contract term and executed all associated documents.

II. ITEM SUMMARY

Approve award of contract to Brasco International, Inc. to design, fabricate and deliver supply shelter structures to LeeTran for the Passenger Amenities Program on an as-needed basis, as approved in the department's annual adopted budget, for a three-year period at the rates and terms provided in the proposed contract documents. Total expenditures for the previous contract were approximately \$158,000.00

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

The Lee County Transit Department (LeeTran) submitted a request to Procurement Management to obtain bids to provide services to design, fabricate, and deliver three distinct types of modular, pre-fabricated solar powered passenger waiting shelters and accessories for bus stop locations on an as-needed basis. On May 25, 2018, Procurement Management advertised B180127LAC, Shelter Structures for LeeTran's Passenger Amenities Program.

On the bidding deadline of June 27, 2018, Procurement Management received two bids. LeeTran and Procurement Management reviewed the bids received and recommended that the contract be awarded to Brasco International, Inc., the responsible bidder with the lowest responsive bid. Goods and services under this contract are to be provided on an as-needed basis and as approved in the Department's annual adopted budget, for a three-year period at the rates and terms provided in the proposed contract documents.

B) Policy Issues

Total expenditures for the previous contract were approximately \$158,000.00.

C) BoCC Goals

Lee County followed Federal Transit Administration's third-party contracting policy.

D) Analysis

Transportation, providing multimodal transportation.

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.	Yes
F)	Fund: CIP Program: Transit Project: Passenger Amenities Program Account Strings: 21886448640; 2288648640	
G)	Fund Type?	Other CIP
H)	Comments: Expenditures will be as needed and as approved in the department's CIP adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

The contract period is for three years.

VII. FOLLOW UP

Monitor the contract expiration date.

ATTACHMENTS:

Description	Upload Date	Type
Vendor Executed Contract B180127LAC	9/10/2018	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Transit	Turner, Nicole	Rejected	9/10/2018 - 10:56 AM
Transit	Combs, Lee	Approved	9/10/2018 - 1:19 PM
Transit	Turner, Nicole	Approved	9/10/2018 - 1:48 PM
Transit	Myers, Steve	Approved	9/10/2018 - 2:04 PM
Budget Services	Henkel, Anne	Approved	9/10/2018 - 2:28 PM
Budget Services	Guttery, Angela	Approved	9/10/2018 - 2:44 PM
Budget Services	Winton, Peter	Approved	9/10/2018 - 2:45 PM
County Attorney	Lira, Louis C.	Approved	9/10/2018 - 4:59 PM
County Manager	Harner, David	Approved	9/11/2018 - 9:26 AM