



**AGENDA ITEM REPORT**

**DATE:** August 1, 2023  
**DEPARTMENT:** Transit  
**REQUESTER:** Dominic Gemelli  
**TITLE:** Award Contract for Vehicle Fire Suppression System Inspection Services

**I. MOTION REQUESTED**

A) Award Invitation to Bid No. B230171LLP, Vehicle Fire Suppression System for LeeTran - Amerex to Cintas Corporation No. 2 to perform inspections of Lee County Transit's (LeeTran) revenue fleet that utilizes on-board vehicle fire suppression systems, on an as needed basis, for an initial term of three years.

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 years, 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**

Awards a competitively solicited contract to Cintas Corporation to perform inspection of LeeTran's on-board fleet vehicle fire suppression systems, on an as needed basis, for an initial term of three years. The contract can be renewed for one three-year period, upon agreement of all parties. Services include additional inspections to enhance safety on buses and maintain compliance with federal regulations. The inspection services are required per regulation for buses with Vehicle Fire Suppression Systems.

Estimated annual expenditures are based on past expenditures, additional required inspections, and an in-house independent cost estimate. Total expenditures for these services were \$48,425.21 in FY20/21 and \$41,022.00 in FY21/22.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
Procurement Management solicited bids for the project known as Bid No. B230171LLP, Vehicle Fire Suppression System for LeeTran - Amerex. On the bid solicitation deadline of April 7, 2023, Procurement Management received two submissions. After conducting an analysis of the bid submissions, Cintas Corporation No. 2, was determined to be a responsive and responsible bidder for Amerex inspection and servicers and therefore staff recommends awarding a contract, on an as needed basis, for an initial three (3) year period in the amount of \$45,000 per year for a total expenditure of \$135,000.00. The contract can be renewed up to one (1) additional three (3) year period, upon agreement of all parties.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$45,000
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: Enterprise Program: Transit Project: Transit Operating Account Strings: K15440148600.504650	
G)	Fund Type?	Enterprise

H)	Comments:
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**V. RECOMMENDATION**  
Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Signature Authorization</a>	7/5/2023	Backup Material
<a href="#">Vendor Contract</a>	7/5/2023	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Transit	Tucker, Mary	Approved	7/21/2023 - 9:20 AM
Transit	Codie, Robert	Approved	7/21/2023 - 9:23 AM
Budget Services	Henkel, Anne	Approved	7/21/2023 - 10:37 AM
Budget Services	Winton, Peter	Approved	7/21/2023 - 11:25 AM
County Attorney	Adams, Joseph	Approved	7/24/2023 - 3:06 PM
County Manager	Codie, Robert	Approved	7/25/2023 - 10:47 AM