

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20020176

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Waiver # W-020263 to waive the formal quoting procedure for the purchase of HVAC Supplies, for Maintenance and Repair Services (Facilities Management). At the present time, Lee County Facilities have no standardized type or manufacturer of HVAC units or supplies. Following the traditional quotation method presents a logistical problem to our trades workers in the field when attempting to make repairs to units and restore them to operation as quickly as possible. Estimated annual expenditure for HVAC Supplies will be approximately \$100,000. Funding will come from the individual department or division's budget who will be responsible for monitoring their own expenditures.

WHY ACTION IS NECESSARY: The Board must approve total purchases that exceed the \$50,000 threshold.

WHAT ACTION ACCOMPLISHES: Allows Maintenance and Repair Services (Facilities Management) to continue to purchase HVAC Supplies to quickly and efficiently make necessary repairs to county HVAC equipment throughout Lee County.

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #**

A2A

3. MEETING DATE:

03-19-2002

4. AGENDA:

CONSENT ADMINISTRATIVE

APPEALS

PUBLIC WALK ON

TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:
(Specify)**

STATUTE

ORDINANCE

ADMIN. CODE **AC-4-1**

OTHER

6. REQUESTOR OF INFORMATION:

A. COMMISSIONER

B. DEPARTMENT Planning & Construction

C. DIVISION Facilities Management

BY: Richard Beck *[Signature]*

7. BACKGROUND: On January 30, 2002 the Lee County Department received a letter from the Director of Facilities for Lee County requesting a waiver for the purchase of HVAC Supplies. Due to the many different types of manufacturers of HVAC equipment found in our buildings throughout the county, it is requested that the Board of County Commissioners grant a departure from the traditional quoting of

(Continued on next page)

Attachment: (1) Department Letter of Justification

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i> 3-1-02	<i>[Signature]</i> 2-26-02 <i>[Signature]</i> 3-26-02	N/A		<i>[Signature]</i> 3/1/02	<i>[Signature]</i> 3/1/02	<i>[Signature]</i> 3/6/02	<i>[Signature]</i> 3/6	<i>[Signature]</i> 3/6	<i>[Signature]</i> 3.1.02

10. COMMISSION ACTION:

APPROVED

DENIED

DEFERRED

OTHER

REC'D.
by CO. ATTY.
3/1/02
4:05pm
CO. ATTY.
FORWARDED TO:
DMN

RECEIVED BY
COUNTY ADMIN.
3/1/02 5:00pm

CO. ADMIN.
FORWARDED TO:
3/6 400

7. Background (continued)

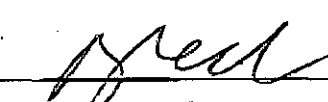
Heating, Ventilating and Air Conditioning parts and supplies. Unlike plumbing or electrical parts, which have only a few manufacturers, and in most cases the parts are interchangeable, HVAC parts are specific to the individual manufacturer and are not interchangeable. No one supplier specializes in and stocks parts for all types of units currently found in our county facilities. In order for Facilities/Mars personnel to quickly and efficiently make needed repairs, they must be able to go to the geographically closest supplier to the unit needing repairs who handles that particular manufacture and type.

Memorandum **ATTACHMENT**
from
Public Works Administration
Facilities Management

Date: January 30, 2002

To: Lee County Board of County
Commissioners

From:


Richard Beck
Director

Re: **LETTER OF JUSTIFICATION REGARDING FOREGOING THE TRADITIONAL QUOTE
FOR HVAC**

At the present time, Lee County Facilities have no standardized type or manufacturer of Heating, Ventilating and Air Conditioning (HVAC) units and supplies. Due to the many different types of manufacturers of HVAC equipment found in our buildings throughout the county, I am requesting that the Board of County Commissioners grant a departure from the traditional quoting of Heating, Ventilating and Air Conditioning parts and supplies. Unlike plumbing or electrical parts, which have only a few manufacturers, and in most cases the parts are interchangeable, HVAC parts are specific to the individual manufacturer and are not inter-changeable. No one supplier specializes in and stocks parts for all types of units currently found in our county facilities. In order for Facilities/MARS personnel to quickly and efficiently make needed repairs, they must be able to go to the geographically closest supplier to the unit needing repairs who handles that particular manufacture and type.