

**AGENDA ITEM REPORT**

DATE: February 2, 2021
DEPARTMENT: Transit
REQUESTER: Robert Codie
TITLE: Award Contracts for the Purchase of Gillig OEM Bus Parts

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B200372RJD, to Gillig LLC and Muncie Reclamation and Supply (dba Muncie Transit Supply), for the purchase of original equipment manufacturer (OEM) Gillig bus parts for LeeTran, on an as needed basis, for an initial term of three years, in the amount of \$200,000.00 per year.
 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 contracts, 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 renewals.

II. ITEM SUMMARY

Awards competitively solicited contracts to Gillig, LLC and Muncie Reclamation and Supply (dba Muncie Transit Supply), determined to be responsible and responsive vendors, to provide original equipment manufacturer (OEM) Gillig bus parts for LeeTran, on an as needed basis, for an initial term of three years, in the amount of \$200,000.00 per year. The contracts can be renewed up to three additional years, upon agreement of all parties. Total expenditures for these services were \$158,999.20 in Fiscal Year 2019-2020 and \$197,300.00 in 2018-2019. The estimated expenditures are based on the anticipated OEM Gillig bus parts needed to maintain LeeTran's growing and aging bus fleet.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 Procurement Management solicited bids for the project known as Bid No. B200372RJD, Gillig Bus Parts for LeeTran. On the bid solicitation deadline of December 3, 2020, Procurement Management received two submissions. After conducting an analysis of the bid submissions, both Gillig LLC and Muncie Transit Supply were determined to be responsive and responsible bidders and therefore staff recommends awarding the contracts, on an as needed basis, for an initial three-year period in the amount of \$200,000.00. The contracts can be renewed up to three additional three years, upon the agreement of all parties.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$200,000
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: K115440148600	
G)	Fund Type?	Enterprise
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION**VII. FOLLOW UP****ATTACHMENTS:**

Description	Upload Date	Type
Bid Tabulation	1/12/2021	Backup Material
Gillig - Vendor Executed Agreement	1/12/2021	Agreement
Muncie - Vendor Executed Agreement	1/12/2021	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Transit	Turner, Nicole	Approved	1/22/2021 - 9:38 AM
Transit	Codie, Robert	Approved	1/22/2021 - 11:05 AM
Budget Services	Henkel, Anne	Approved	1/22/2021 - 12:11 PM
Budget Services	Winton, Peter	Approved	1/22/2021 - 2:16 PM
County Attorney	Swindle, Amanda	Approved	1/25/2021 - 9:52 AM
County Manager	Mora, Marc	Approved	1/25/2021 - 10:44 AM