

AGENDA ITEM REPORT

DATE: May 21, 2024
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Contract Amendment for Purchase and Supply of Mulch - Countywide

I. MOTION REQUESTED

- A) Approve Amendment No. 1 to the contract with Express Mulch, Inc., under Solicitation No. B240126KCW, Purchase and Supply of Mulch – Annual, to add “Engineered Wood Fiber (EWF),” an additional blown in mulch product, to the Fee Schedule in Exhibit B of the Agreement. The amendment will increase the contract amount by an unknown amount annually, as it is an “as-needed” contract.
- B) Authorize the County Manager or designee to execute the amendment on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves a contract amendment with Express Mulch, Inc., under the solicitation for Purchase and Supply of Mulch – Annual, to add “Engineered Wood Fiber (EWF),” an additional blown in mulch product, to the Fee Schedule in Exhibit B of the Agreement. The amendment will increase the contract amount by an unknown amount annually, as it is an “as-needed” contract. Total expenditures during Fiscal Year 2022-2023 were \$86,189.90.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
On April 16, 2024, the Board of County Commissioners awarded B240126KCW, Purchase and Supply of Mulch – Annual, to Express Mulch, Inc. and Forestry Resources LLC for the purchase and supply of mulch-related products on an as needed basis. The original term of the contract was for three years, with an option to renew for an additional two years. Express Mulch Inc. is the only awarded vendor that supplies blown in mulch products therefore an amendment is not required for the contract with Forestry Resources LLC.
- 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: Various funds. Program: Project: Account Strings:	
G)	Fund Type?	Other: Various Department Funds
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
Purchase of Mulch Express Mulch Amendment 1 Proposed	5/2/2024	Agreement
B240126KCW Express Mulch Executed Annual	5/2/2024	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	5/8/2024 - 11:36 AM
Budget Services	Henkel, Anne	Approved	5/8/2024 - 12:46 PM
Budget Services	Winton, Peter	Approved	5/8/2024 - 4:45 PM
County Attorney	Holborn , Robert	Approved	5/9/2024 - 1:04 PM
County Manager	Winton, Peter	Approved	5/13/2024 - 8:52 AM