



**AGENDA ITEM REPORT**

**DATE:** March 15, 2022  
**DEPARTMENT:** Utilities  
**REQUESTER:** Pamela Keyes  
**TITLE:** Award Annual Contract for Water Plant Cartridge Filters

**I. MOTION REQUESTED**

- A) Award Invitation to Bid No. B210519MIF, Cartridge Filters for Water Plants - Annual to Harn R/O Systems, Inc. as primary vendor and Tri-Dim Filter Corporation as a secondary vendor to furnish and deliver 5-Micron Cartridge filters to Lee County Water Treatment Facilities, on an as-needed basis, for an initial term of one (1) three-year period, as approved in the departments' annual adopted budget.
- 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.

**II. ITEM SUMMARY**

Awards competitively bid contracts to Harn R/O Systems, Inc. as primary vendor, and Tri-Dim Filter Corporation as a secondary vendor, for filters used to remove particulates from raw water prior to Reverse Osmosis processing. The initial contract is for a three-year period, with an option to renew for up to three additional years. Total expenditures for these services for the prior twelve-month period were \$83,310.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History
- B) Policy Issues
- C) BoCC Goals
- D) Analysis  
 Procurement Management obtained bids for the project, known as Invitation No. B210519MIF, Cartridge Filters for Water Plants - Annual. On the bid deadline of December 3, 2021, Procurement Management received three bids. After analyzing the bid submittals, Harn R/O Systems, Inc. and Tri-Dim Filter Corporation were determined to be the lowest responsive and responsible bidders.  
  
 5 Micron filters are used in County water treatment facilities for the pre-filtration of raw water to remove particulates prior to the Reverse Osmosis process. Utilities budgets an annual amount based on annual projected water production.
- 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.	No
F)	Fund: Utilities Operating Program: Utilities Project: Cartridge Filters for Water Treatment Plants Account Strings: Various Operating budgets	
G)	Fund Type?	Enterprise
H)	Comments: Expenditures will be on an as-needed basis and within the department's annual adopted budget.	

**V. RECOMMENDATION**  
Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">B210519MIF - Tri-Dim Filter Corp OCR</a>	2/21/2022	Agreement
<a href="#">B210519MIF Harn RO Systems OCR 2nd contract</a>	2/21/2022	Agreement

**REVIEWERS:**

Department	Reviewer	Action	Date
Utilities	Tucker, Mary	Approved	3/4/2022 - 7:37 AM
Utilities	Keyes, Pamela	Approved	3/4/2022 - 8:57 AM
Budget Services	Guttery, Angela	Approved	3/4/2022 - 2:11 PM
Budget Services	Winton, Peter	Approved	3/4/2022 - 4:12 PM
County Attorney	Swindle, Amanda	Approved	3/7/2022 - 8:52 AM
County Manager	Salyer, Glen	Approved	3/7/2022 - 1:22 PM