



AGENDA ITEM REPORT

DATE: October 20, 2020
DEPARTMENT: Facilities Construction and Management
REQUESTER: Ehab Guirguis
TITLE: Award Contract for Countywide Fire Damper Inspections & Repair Services

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP200104DWJ, Countywide Fire Damper Inspections and Repair Services to Life Safety Systems, LLC for fire damper inspections and repair services, on an as-needed basis, for an initial term of two years in the amount of \$210,000.00 annually.
- 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 one-year periods, 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 contract with Life Safety Systems, LLC to provide annual fire damper inspections and repairs Countywide for an initial period of two years and renewal options for up to three additional one-year periods.

The National Fire Protection Association requires fire dampers to be inspected and repaired as needed. Inspections are necessary to ensure fire dampers close properly which prevents smoke and fire from traveling through the HVAC duct work within buildings.

The total annual contract cost is \$210,000.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
Lee County Facilities Construction and Management submitted a request to Procurement Management to obtain proposals for Fire Damper Inspection and Repair services. On the proposal deadline of June 29, 2020, Procurement Management received two (2) proposals. On August 20, 2020 an evaluation meeting was held and committee members discussed the qualifications for each proposer. The committee provided a final ranking of both proposers, in which Life Safety Systems, LLC was the top-ranked proposer. Staff recommends awarding the contract to Life Safety Services, LLC as the successful bidder.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
The life and safety of citizens and County employees in County facilities is the most important aspect in the maintenance of each building. The proper functioning of fire dampers is essential in ensuring neither smoke nor fire will not travel through the HVAC duct system.

The County adheres to the National Fire Protection Association's requirement to have fire dampers inspected and repaired.
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$210,000
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?	Mandatory National Fire Protection Association
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: General Fund Program: Major Maintenance Project Project: County Wide Life Safety Systems Upgrades/Inspections Account Strings: 40886200100	
G)	Fund Type?	General Fund

H)	Comments:
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V. RECOMMENDATION
Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Fire Damper Agreement	9/28/2020	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Facilities Construction and Management	Turner, Nicole	Approved	10/12/2020 - 9:43 AM
Facilities Construction and Management	Guirguis, Ehab	Approved	10/12/2020 - 9:50 AM
Budget Services	Guttery, Angela	Approved	10/12/2020 - 11:42 AM
Budget Services	Winton, Peter	Approved	10/12/2020 - 11:48 AM
County Attorney	Trank, Mark A.	Approved	10/12/2020 - 12:10 PM
County Manager	Mora, Marc	Approved	10/12/2020 - 5:26 PM