



AGENDA ITEM REPORT

DATE: November 16, 2021
DEPARTMENT: Fleet Management
REQUESTER: Mack Young
TITLE: Award Contract to Purchase Ford OEM Repair Parts & Supplies

I. MOTION REQUESTED

- A. Award Invitation to Bid No. B210228DWJ, Ford OEM (Original Equipment Manufacturer) Repair Parts to Sam Galloway Ford, Inc., for the purchase of Ford OEM repair parts, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budget. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.
- 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 a competitively solicited contract to Sam Galloway Ford, Inc. for the purchase of original equipment manufacturer parts (OEM) and supplies on an as-needed basis, for an initial term of three (3) years as approved in the department's annual adopted budget. The expenditure total for these services for Fiscal Year 20-21 was \$298,647. Expenditures of \$298,000 are planned in the Fiscal Year 21-22 budget. Sam Galloway Ford, Inc. provides the highest discount percentage, after application of local vendor preference of cost plus 10% and was determined to be the most responsible and responsive bidder.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$298,000
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: Main Fund JB51910559400.504655 (Parts) Program: Vehicle Repair Parts Project: Account Strings: JB5191059400.504655	
G)	Fund Type?	Other: Fleet Fund
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Agreement	10/14/2021	Backup Material
Recommendation for award	10/14/2021	Backup Material
Solicitation Response	11/8/2021	Backup Material
Authorized Dealer Notice	11/8/2021	Backup Material
Annual Return Program	11/8/2021	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Fleet Management	Cepero, Lindsay	Approved	11/8/2021 - 11:02 AM
Fleet Management	Young, Mack	Approved	11/8/2021 - 11:08 AM
Budget Services	Henkel, Anne	Approved	11/8/2021 - 12:48 PM
Budget Services	Winton, Peter	Approved	11/8/2021 - 1:13 PM
County Attorney	Swindle, Amanda	Approved	11/9/2021 - 9:11 AM
County Manager	Mora, Marc	Approved	11/9/2021 - 11:19 AM