

INTEROFFICE MEMO

To: Joseph Lauro, Director of Purchasing
From: Sue Steele, CPPB, Procurement Analyst
Subject: Award of Bid – Filters: Vehicles & Equipment
Contract No. 089-0387-B (SS)
Date: June 12, 2009

RECOMMENDATION: I RECOMMEND THE DIRECTOR OF PURCHASING AWARD THE BID FOR FILTERS: VEHICLES & EQUIPMENT WITH FLEETPRIDE, INC., SPRING, TEXAS, ON THE BASIS OF BEING THE LOWEST RESPONSIVE, RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. BIDS ARE ON FILE IN THE PURCHASING DEPARTMENT.

PINELLAS COUNTY ESTIMATED 24-MONTH EXPENDITURE NOT TO EXCEED: \$70,000.00

CO-OP ESTIMATED 24-MONTH EXPENDITURE NOT TO EXCEED: \$25,600.00

TOTAL CONTRACT ESTIMATED 24-MONTH EXPENDITURE NOT TO EXCEED: \$95,600.00

Funding is provided through Fleet Management's operating budget.

DISCUSSION: This is a cooperative bid for vehicle and equipment filters, administered by Pinellas County, including the cities of Oldsmar, Pinellas Park and Tarpon Springs and will be purchased on an as needed basis. The cooperative participants will be responsible for their funding and issuance of purchase authorizations.

The bid submittal was a sampling price sheet for evaluation purposes only, therefore, the award amount is based on estimated usage, not amount submitted.

It is the recommendation from Fleet Management to award this bid based on the aggregate total rather than award by group. The total aggregate from FleetPride, Inc., is \$12,561.10. If awarded by group, the total award amongst three vendors would be \$12,334.68 for a difference of \$226.42. The overall cost is slightly more by awarding in aggregate, but awarding in aggregate would be in the best interest of the County. It is felt that managing one contract and dealing with one supplier will be more efficient and effective with administrative savings offsetting the additional cost of awarding in the aggregate.


Contract Period: 6/25/09 THROUGH 6/24/11 ☐ N/A – One Time Purchase

Term Extension: Terms Length of
Remaining Each Term ☐ None
2 12Months

Increase Allowances: N/A

Section 2-176 of the Pinellas County Code delegates authority to the County Administrator to award contracts for purchases of goods or services of \$250,000 or less, and the Director of Purchasing for purchases of \$100,000 or less within the budget of the using department.

APPROVED:


JOSEPH LAURO, CPPO/CPPB
Director of Purchasing

Date of Approval:

6/12/09

Attachments: 1. Contract Review
2. Bid Tabulation



PURCHASING DEPARTMENT
CONTRACT REVIEW TRANSMITTAL

CATS
NO.:

29568

PROJECT: Filters: Vehicles & Equipment (Co-op)

BID NUMBER: 089-0387-B (SS)

REQ. NUMBER:

TYPE: ☒ Purchase Contract

☐ Other:

☐ Construction-Less than \$100,000

☐ One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on pages:

PRODUCT ONLY ☒

This is a semi-annual requirement contract. Estimated Annual Expenditure: \$90,000.00 (includes Co-op)

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	Purchasing Dept. Sue Steele	5/11	<i>[Signature]</i>		
2.	Fleet Mgmt Director: Keith Grant	5/12	<i>[Signature]</i>	Please see comment Pg #14	<i>[Signature]</i>

Using Dept please check attached vendor list. Circle vendors you want bids mailed to. Add additional vendors with complete information (Name, Address, Phone and Fax)

3.					HIGH RISK
					NOT HIGH RISK
4.					
5.					
6.					
7.					

****RETURN ALL DOCUMENTS TO PURCHASING****

Make all inquiries to: Sue Steele, CPPB, Procurement Analyst

at Extension 44776

In order to meet the following schedule, please return your requirements to Purchasing by: 5/8/09

10/2006 (ag)

TENTATIVE DATES

Legal Ad-BID/RFP Mail Out: 5/11/09

BID/RFP Opening: 5/28/09

Board/County Admin/Purchasing Director Approval: 6/5/09

RECEIVED

MAY 05 2009

FLEET MANAGEMENT

[illegible]

Bid Tabulation													
BID #: 089-0387-B (SS)													
Bid Title : Filters: Vehicles & Equipment													
Date & Time Due: June 2, 2009 @ 3:00 PM													

Group vs Aggregate

Fleet Pride (Group 1, 2, 3)	\$	6,701.80
Parts Depot d/b/a Bumper to Bumper (Group 4)	\$	5,134.09
Fleet Products (Group 5)	\$	498.79
Total Group Award:	\$	12,334.68
Total Aggregate Award (Fleet Pride):	\$	12,561.10
Difference	\$	226.42



FLEET MANAGEMENT DEPARTMENT

MEMORANDUM

TO: Joe Lauro, Purchasing Director

FROM: Keith Grant, Fleet Management Director *K.G.*
Fleet Management Department

SUBJECT: Award Memo, Bid Number 089-0387- B

DATE: June 11, 2009

After careful review of the submitted bid(s) for the above-stated bid number, Fleet Management recommends the following in the aggregate format:

AWARD: Fleet Pride Inc.

The pricing submitted best represents the lowest and best bid for items contained in this/these group(s) and provides the most cost-effective method of procurement for, Pinellas County and its citizens.

Fleet Management further submits that the best interest and business practices of Pinellas County are represented by the awarding of this contract in the aggregate format; due to the administrative and labor cost associated with the awarding to multiple groups where minimal cost differences exist. Utilization of the aggregate format in conjunction with Fleet Management's and industry standard "Just in Time" delivery process will ensure organizational effectiveness while reducing critical vehicle downtime in Pinellas County's diverse and streamlined fleet of support vehicles and equipment.

Funding for the terms and conditions of this contract will be accomplished through the use of Fleet Management operating expenses. Annual estimated expenditures will be \$35,000

Fleet Management, therefore, requests and appreciates your timely consideration and processing of this bid.

Should you have any questions, concerns or require further information, please call, or e-mail me, at your convenience.