



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name:** Alicia Tretheway
2. **Organization/Title/Telephone:** BOCC/Procurement Coordinator
3. **Meeting Date:** Tuesday, September 6, 2022

4. **Requested Motion/Action:**

Requesting the Levy County Board of County Commissioners' to waive the bid procedure per section 2-195 (b)(17) and approve the estimate provided by HVAC Concepts in the amount of \$203,877.

5. **Agenda Presentation:** Yes No N/A

6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes

7. **Is this Item Budgeted (If Applicable):** Yes No N/A

8. **If no, State Action Required:**

- a. **Budget Action:** A Budget Amendment will be needed will obtain if approved.
- b. **Financial Impact Summary Statement:**
- c. **Detailed Analysis Attached**
- d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

In July 2022, the Sheriff brought 3 quotes for approval; approval was pending on the Procurement Department's review. After meeting at the Sheriff's Office it was determined that waiving the bid, procedure would be the cost effective solution. I did have an engineer tour the facility and they suggested that a feasibility study be performed on the existing facility to determine the impact of the proposed project on both operations at the facility and to determine a project cost. The total cost of the project will include the Sheriff's Office, Mezzanine, and Pods 1 & 2. No other quotes could be obtained.

10. **Recommended Approval**

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A