



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
Government Serving Citizens

COMMISSIONERS
John Meeks, Chair
Rock Meeks, Vice Chair
Lilly Rooks
Matt Brooks

M E M O R A N D U M

TO: Levy County Board of County Commissioners

FROM: Ali Tretheway, Procurement Coordinator

DATE: August 9, 2021

RE: George T. Lewis Airport Weather Station Project

Below is a summary of the process undertaken by Levy County to solicit bids through a competitive procurement process for the Weather Station project at the George T. Lewis Airport, located in Cedar Key, Florida (the "Project"):

- The County attempted to solicit bids for the Project through the issuance of invitation to bid ITB 2021-13, which was issued on May 13, 2021. The ITB was broadcasted via DemandStar on May 13, 2021 at 8:00 AM. It was also advertised in the Chiefland Citizen two times May 13, 2021 and May 20, 2021.
- The due date for bids was June 10, 2021.
- No bids were received on June 10, 2021.
- On June 14, 2021, Brad Wente and Stan Price, from Passero, had a telephone conversation with Donna Whitney from FDOT. The situation was explained to Donna, and Passero asked her if it was permissible to solicit quotes instead of rebidding the project. She replied that FDOT defers to the Sponsor's procurement procedures in a situation such as this.
- On June 29, 2021, Passero sent plans to V.E. Whitehurst, and Passero also reached out via telephone to Trinity Electric and TCA Electric, to request quotes on the project. Trinity and TCA had previously been sent plans on June 3, 2021. Quotes were requested to be sent to Passero by July 23, 2021.
- On July 23, 2021, Passero received a quote from Trinity Electric.
- On July 28, 2021, Passero received an email from V.E. Whitehurst indicating that they were not interested in bidding on the project.
- On July 28, 2021, Passero received a request from Donna Whitney to ask if the County could fund the \$5,770 difference between Trinity's quoted amount and the available funding. This question was passed on to Alice LaLonde who responded in the affirmative.
- Once Passero received the affirmative answer from Alice LaLonde, Passero authored a recommendation of award letter and contract documents, which was forwarded to the County on July 30, 2021, for review.
- Passero's Construction Estimate for the project was \$141,600.00. Trinity's quote was \$161,400.00, or 14% higher. With the current workload of most contractors and the fact that this project is considered a small "pass through" specialty project, Passero feels that the price quoted is a reasonable price to perform the work included in the project.

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS

Based on the foregoing, staff recommends that the Board approve entering into a contract for installation of the weather station with Trinity Electric for the amount described in their response submitted to the County's request for written quotes, and further adopt the following express findings:

1. FDOT Public Transportation Agreement Contract No. G1K12 (the "Grant"), which is the funding source to be used for this project, provides that the County shall comply with the provisions of Section 287.057, Florida Statutes, with respect to the purchase of commodities or contractual services purchased under the Grant that exceed the threshold amount for category two (\$35,000). Section 287.057, Florida Statutes, requires the use of competitive solicitation processes and procedures further described in the statute for the procurement of commodities or contractual services for any purchases over this amount.
2. As detailed above, the County on two occasions attempted to solicit bids through a competitive solicitation process for the Project: first, through issuance of invitation to bid ITB 21-13 issued on May 13, 2021, and again through a request for written quotes issued by the County through its agent Passero Associates, LLC ("Passero"), which was request was submitted directly to at least 3 companies. The County received no bids in response to ITB 21-13. The County did receive one bid in response to the request for written quotes issued by Passero, which bid was submitted by Trinity Electrical Services, Inc.
3. Section 287.057(5), Florida Statutes, provides as follows: "If less than two responsive bids, proposals, or replies for commodity or contractual services purchases are received, the department or other agency may negotiate on the best terms and conditions. The department or other agency shall document the reasons that such action is in the best interest of the state in lieu of resoliciting competitive sealed bids, proposals, or replies. Each agency shall report all such actions to the department on a quarterly basis, in a manner and form prescribed by the department."
4. As the County received less than two responsive bids to ITB 21-13, the County took the reasonable step of having its agent Passero solicit written quotes for the Project from qualified companies, in order to try and obtain some level of competition for the project and obtain the lowest price from a qualified bidder.
5. The Board hereby finds and determines that the above-described actions were reasonable and in the best interests of the County and consistent with the requirements of the Grant and the County's Purchasing Manual.