



Legislation Text

File #: 18-1152, **Version:** 1

Chief Administrative Office (CAO), Procurement and Contracts, on behalf of Community Development Services, Transportation Department, Environmental Management Department, and CAO Facilities Division recommending the Board approve the following:

- 1) Authorize the Purchasing Agent to increase contract 3208 by a total of \$200,000, for the purchase of Herbicide, to the low qualified bidders Crop Production Services, Inc. of Greeley, CO. for a total not to exceed of \$299,000, and
- 2) Authorize the Purchasing Agent to increase the blanket purchase order on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.

FUNDING: Non-General Fund - Road Fund Discretionary.

DEPARTMENT RECOMMENDATION

Chief Administrative Office, Procurement and Contracts Division recommends increasing Contract #3208 with Crop Productions Services, Inc. \$200,000 for a total not to exceed of \$299,000 for the term June 27, 2017 thru June 30, 2020 to allow for the purchase of Herbicides.

DISCUSSION / BACKGROUND

At the request of Community Development Services, Transportation Division, the Procurement and Contracts Division issued an Invitation to Bid for Herbicides. Herbicides are used by Transportation, Environmental Management, and Facilities for clearing brush along County roadways, trails, and facilities and the Union Mine septage treatment plant that may cause public safety issues if not addressed.

The previous contract for herbicide purchases expired on June 12, 2017. The Purchasing Agent at the time initiated the process for a new county-wide blanket purchase order for \$99,000 in order to avoid a lapse in service and to ensure that departments could meet their immediate needs for herbicides.

Eleven (11) Invitations to Bid were mailed. Two (2) qualified responses were received, none from local vendors.

On June 14th, 2017 the Purchasing Agent awarded this bid and issued a blanket purchase order in the amount of \$99,000 for a three year term ending on June 30, 2020, for Herbicides to the low qualified bidder Crop Production Services, Inc. of Greeley, CO. As of June 30, 2018, the majority of this contract has been expended. The departments have indicated that there is a need to continue to purchase Herbicides and that funding is available in their budgets.

The Purchasing Agent's authority is limited to \$100,000 by County Ordinance. Any increases require Board of Supervisors approval.

ALTERNATIVES

Without Herbicides the various Departments would not be able to perform their duties of vegetation

control, which could cause drainage diversion, increased fire hazards, obscure visibility on roadways and trails, and lead to other potential safety related hazards.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

Procurement and Contracts has been advised that funding is available within the participating Departments budgets. There is no general fund impact.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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