

MANATEE COUNTY GOVERNMENT

INTENT TO NEGOTIATE

SUBJECT	Third Party Administration Services for the Manatee County Toilet Rebate Program	DATE POSTED	MC <u>2/25/16</u> SE DS <u>2/25/16</u> XSE CC <u>N/A</u>
PURCHASING REPRESENTATIVE	Frank Lambertson, Ext. 3042	DATE CONTRACT SHALL BE AWARDED	March 2, 2016
DEPARTMENT	Utilities Department	CONSEQUENCES IF DEFERRED	None
SOLICITATION	RFP 16-0793FL	AUTHORIZED BY DATE	Melissa Wendel, CPPO Purchasing Official February 24, 2016 <u>2/23/16</u>

NOTICE OF INTENT TO NEGOTIATE

Notice of Intent to Negotiate with Demetri's Solutions LLC, Spring Hill, FL to provide Third Party administration services for the County Toilet Rebate Program for the Water Division Compliance, Utilities Department.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.

Manatee County Code of Laws

BACKGROUND/DISCUSSION

PROJECT BACKGROUND:

Manatee County is dedicated to the conservation of potable water resources and has sponsored and supported numerous water conservation programs and incentives. The Manatee County toilet rebate program offers up to \$100.00 per toilet. Both the Energy Policy Act of 1992 and the 2004 Florida Building Code, Plumbing Section, Chapter 6, Section 604.4, require that all toilets manufactured after January 1, 1994 must comply with the requirements of 1.6 or less per flush.

Manatee County Resolution R-07-31 was adopted by the Board on January 23, 2007 and established indoor water conservation financial incentives for all County retail water customers who qualify and wish to participate.

The Contractor shall provide administrative services for the Toilet Rebate Program. This program is intended to provide assistance to Manatee County water customers who want to replace their high-flow toilets installed prior to 1995 with a high efficiency toilet (HET) 1.28 gallons per flush or less for residential accounts and ultra-low flow toilet (ULFT) or HET 1.6 gallons per flush or less for commercial accounts. Each toilet replaced will be eligible for a rebate of up to \$100 with a limit of no more than two (2) rebates per dwelling unit.

SOLICITATIONS:

The RFP was advertised on the Manatee County website, DemandStar, and was also provided to the Manatee County Chamber of Commerce for release to its members. One (1) proposal was submitted:

Demetri's Solutions LLC, Spring Hill, FL

EVAUATION COMMITTEE (VOTING) MEMBERS:

Name, Title, Department

Olga Wolamin, Superintendent, Water Division Compliance, Utilities Department

ATTACHMENTS (List in order of attached)	N/A	FUNDING SOURCE (Acct Number & Name)	<input checked="" type="checkbox"/> Funds Verified <input type="checkbox"/> Insufficient Funds
COST	\$200,000.00	AMT/FREQ OF RECURRING COSTS (Attach Fiscal Impact Statement)	None

Renee Isrel, Fiscal Services Manager, Public Safety Department

Frank Lambertson, Contracts Negotiator, Financial Management Department (chairperson)

EVALUATION RESULTS:

The Evaluation Committee convened on February 18, 2016, to discuss the sole proposal that was received and determined it viable to move forward with the acquisition process.

The Utilities Department recommended negotiations be initiated with Demetri's Solutions LLC. Demetri's Solutions has successfully provided the required services for the department for the last six (6) years and the market for these services is very limited. The Evaluation Committee approved moving forward unanimously.

The resulting agreement will be managed by the Water Division Compliance, Utilities Department

ESTIMATED COST OF SERVICES:

\$200,000.00

FUNDING:

401 0020000 534000 Water Conservation

The above justifications are a generalized summary of major observations intended only to provide the County Administrator a sufficiently detailed overview of the main observations of a majority of Committee Members. Each Committee Member may have considered one or more facts or factors more or less important than the other Committee Members when voting, and this summary of the Evaluation Committee's decision is not an attempt to exhaustively describe each of the relevant factors which motivated each of the Committee Members to select the rankings described.