

MANATEE COUNTY GOVERNMENT SOURCE SELECTION

SUBJECT	Third Party Administration Toilet Rebate Program	DATE POSTED	February 16, 2011
PURCHASING REPRESENTATIVE	Frank Lambertson, 749-3042	DATE CONTRACT SHALL BE AWARDED	To be determined
DEPARTMENT	Financial Management Dept./Purchasing Div.	CONSEQUENCES IF DEFERRED	N/A
SOURCE RECOMMENDATION	Demetri's Solutions LLC	AUTHORIZED BY DATE	Rob Cuthbert February 16, 2011

ACTION DESIRED

Authorization to enter into negotiation with Demetri's Solutions LLC, Port Richey, FL for the purpose of providing Third Party Administration for Manatee County's Toilet Rebate Program on an as required basis.

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, Chapter 2-26 Manatee County Purchasing Ordinance, Section 2-26-40 and the Standards and Procedures approved by the County Administrator.

BACKGROUND/DISCUSSION

Estimated expenditure of future funding for the Manatee County Toilet Rebate Program is estimated on a yearly basis to be \$75,000. Southwest Florida Water Management Districts (SWFWMD) also contributes \$75,000.

Funding Source: 401 0020000 534000 (Administrative Fee Fund); 401 0020000 582000 (Rebate Reimbursement Fund)

MANATEE COUNTY firms that were directly contacted and made aware of this Request for Proposal were, and took the following actions in response to the RFP:

There were no Manatee County firms found that would provide the products and services required by the RFP.

Proposals were received from the following firms:

Manatee County firms:

None

Local firms:

None

Other firms:

Demetri's Solutions LLC, Port Richey, FL
Helgesson Enterprises, White Bear Lake, MN

SUMMARY

Selected for award: Demetri's Solutions LLC, Port Richey, FL

ATTACHMENTS: (List in order as attached)

INSTRUCTIONS TO BOARD RECORDS:

1. Approval Email

N/A

COST

\$150,000 (annual estimate)

SOURCE (ACCT# & NAME)

Stated above

COMMENTS

N/A

AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT)

N/A

Approval to enter into negotiations with the top ranked firm.

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. The Contractor shall provide administrative services for an Ultra Low Flow Toilet Rebate Program. This program is intended to provide assistance to Manatee County water customers who want to replace their high-flow toilets with a 1.6 gallon flush, or less, ultra low flow toilet per household to be replaced. 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.

7/15/10 – 2/1/11 the appropriate proposal procedures were followed. The Request for Proposal (RFP) was broadcast via DemandStar to six hundred thirty eight (638) Third Party Administration Services firms; five (5) firms downloaded the RFP and two (2) firms' submitted proposals.

The RFP was advertised locally in the Bradenton Herald, posted on the County's website and provided to the Manatee County Chamber of Commerce for release to members.

The Selection Committee consisted of:

Vicky Zimarino, Utilities Department
Mark Simpson, Utilities Department
Frank Lambertson, Financial Management Department

The Selection Committee convened 2/1/11 via telephone and ranked the firms as follows to negotiate with the top ranked firm:

Ranked #1, Demetri's Solutions, Port Richey, FL – The proposer was determined to best meet the needs of the County for Third Party Administration Toilet Rebate Program services and has been successfully performing these services for other Florida County's. Of particular importance are the firms past experience; familiarity with SWFWMD requirements (cooperative funding); and a willingness to work with the County.

Ranked #2, Helgeson Enterprises, White Bear Lake, MN – The firm submitted a competitive proposal demonstrating their ability to provide rebate processing services. However, the firm did not meet all aspects of the specifications listed in the Scope of Service; and required rebate funding in advance.



Re: Approval of Negotiations - Third Party Administration Toilet Rebate Program

Ed Hunzeker to: Rob Cuthbert
Cc: Frank Lambertson, Melissa Assha

02/15/2011 01:46 PM

Please proceed.

Ed Hunzeker
County Administrator
Manatee County Government
(941) 745-3798

Rob Cuthbert

Mr. Hunzeker, We are communicating the recom...

02/15/2011 11:28:26 AM

From: Rob Cuthbert/MCG
To: Ed Hunzeker/MCG@MCG
Cc: Melissa Assha/MCG@MCG, Frank Lambertson/MCG@MCG
Date: 02/15/2011 11:28 AM
Subject: Approval of Negotiations - Third Party Administration Toilet Rebate Program

Mr. Hunzeker,

We are communicating the recommended selection of Demetri's Solutions, Port Richey, FL for Third Party Administration services for the Toilet Rebate Program. Negotiation shall be engaged to determine the final cost.

Staff will proceed with the posting of the selection and beginning negotiations upon your confirmation to proceed. If you choose, you may direct staff to present this recommendation to the Board of County Commissioners for consideration.

Thank you. Rob Cuthbert

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Frank G. Lambertson, Contracts Negotiator
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