

BOARD OF PORT COMMISSIONERS OF THE LEE COUNTY PORT AUTHORITY

<p>1. REQUESTED MOTION/PURPOSE: Request Board approval to purchase up to eleven (11) vehicles identified in the FY24-25 Vehicle Replacement Plan at an estimated cost of \$853,000, with an additional fifteen percent (15%) contingency (\$127,950) for an estimated total cost of \$980,950 pending the approval of the FY25 annual budget. Request Board authorizes the Executive Director to purchase vehicles on an as-available basis with variations in make, model, package, options, and price.</p> <p>2. FUNDING SOURCE: General Airport Operating Revenues derived from airport user fees from account strings VB5131541200-506430 and UH5120041203.506430.</p> <p>3. TERM: October 1, 2024 through September 30, 2025.</p> <p>4. WHAT ACTION ACCOMPLISHES: Authorizes LCPA to purchase up to eleven (11) vehicles in FY25, pending Board approval of the FY 2025 budget, at an estimated total cost of \$853,000 plus a \$127,950 contingency totaling \$980,950 and authorizes the Executive Director to approve all FY25 vehicle purchases to include contingency mark-up costs and variations in make, model, package, price, and/or options per existing procurement methods outlined in the LCPA Purchasing Policy and Procurement Administrative Standards on an as-available basis.</p>				5. CATEGORY: 13 Consent Agenda	
				6. ASMC MEETING DATE: 8/20/2024 7. BoPC MEETING DATE: 9/5/2024	
8. AGENDA: _____ CEREMONIAL/PUBLIC PRESENTATION X _____ CONSENT _____ ADMINISTRATIVE		9. REQUESTOR OF INFORMATION: (ALL REQUESTS) NAME _____ Mark R. Fisher DIV. _____ Aviation			
10. BACKGROUND: LCPA plans to procure up to eleven (11) vehicles in FY25 within the framework of the approved FY25 annual budget. While the manufacturing slowdowns attributed to supply chain disruptions and economic challenges are improving, LCPA anticipates some difficulty procuring the vehicles as planned within the FY25 time frame. LCPA was advised by some manufacturers that pre-orders for vehicles are not being accepted for certain models since lead times to manufacture and deliver vehicles could stretch into FY26. Additionally, some manufacturers have already closed fleet ordering windows for CY25. Therefore, the availability of some new vehicles may be limited to the dealer's stock on hand.					
11. RECOMMENDED APPROVAL					
<u>DEPUTY EXEC DIRECTOR</u> Mark R. Fisher	<u>COMMUNICATIONS AND MARKETING</u> Victoria B. Moreland	<u>OTHER</u> N/A	<u>FINANCE</u> David W. Amdor	<u>PORT ATTORNEY</u> Andrea R. Fraser	<u>EXECUTIVE DIRECTOR</u> Steven C. Hennigan
12. SPECIAL MANAGEMENT COMMITTEE RECOMMENDATION: APPROVED X (6-0) APPROVED as AMENDED DENIED OTHER			13. PORT AUTHORITY ACTION: APPROVED APPROVED as AMENDED DENIED DEFERRED to OTHER		

Background (continued)

Request Board approval of LCPA's plan to procure up to eleven (11) vehicles at the estimated cost of \$853,000, plus a 15% contingency, totaling \$980,950 within the framework of the approved FY25 annual budget and authorize the Executive Director to exercise various Board-approved procurement methods, as outlined in the LCPA's Procurement Administrative Standards, to procure said vehicles on an "as available" basis, some of which may individually exceed the Executive Director's authorized approval level as outlined in the LCPA Purchasing Manual. Vehicle make, model, package, price, and/or option deviations from the vehicle replacement plan may be necessary based on market availability.

Attachments:

1. FY 24-25 Vehicle Replacement List