



Charlotte County Purchasing Division
Administrative Approval

1. Department Making Request/Name/Extension	2. Date
Fleet Management/True, Alisa/X1549	9/19/2024

3. Requested Motion/Action:
Request the County Administrator approve Change Order #1 to Contract #21-541, Vehicles - Annual Contract, with Bartow Ford, to extend validity date of this contract through and including December 31, 2024 at the same prices, terms, and conditions.

4. Is Item Budgeted?	N/A	If No, state action required
Budget Action:	No action needed. Parts and expenses will be funded by the Fleet Management Fund, and then will be charged back to the department as budgeted in the FY2025 budget process.	

Financial Impact Summary Statement:
No additional impact.

Detailed Analysis Attached?	N/A	Reviewed By:	Daniels, Harold, Senior Financial Analyst-09/19/2024
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5. Background (Why is the action necessary and what action will be accomplished)
This contract is for the purchase of vehicles on an as needed basis for Charlotte County. The current contract expires on September 30, 2024 and there are no renewal options left. Bartow Ford has been contacted and agreed to extend their current contract with Charlotte County to give us time to solicit and establish a new contract.

Therefore, it is requested that the County Administrator approve Change Order #1 to Contract #21-541, Vehicles - Annual Contract, with Bartow Ford, to extend validity date of this contract through and including December 31, 2024 at the same prices, terms, and conditions.

6. Recommended Approvals		
Gutierrez, Lorrie, Fleet Operations Manager - 9/24/2024	Corbett, Kimberly, Senior Division Mgr- Purchasing - 9/24/2024	Flores, Hector, County Administrator - 9/24/2024
Department/Division	Purchasing Division	Administration (when applicable)



Charlotte County Government

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9/19/2024

Richard Weissinger, Commercial Fleet Sales

BARTOW FORD

2800 US Hwy 98 North
Bartow, FL 33830

Dear Mr. Weissinger:

With reference to our Bid No. 2021000541, Vehicles – Annual Contract, Charlotte County would like to request your approval to extend the validity date of this contract through and including December 31, 2024, at the same prices, terms, and conditions.

Please respond at your earliest possible convenience, as your signed approval is required in order to acknowledge this extension. If you have any questions, please contact Alisa L. True, CPPB, Senior Contract Specialist, at 941-743-1549.

Yours truly,

Alisa True for

Kimberly A. Corbett, C.P.M., CPPB
Senior Division Manager - Purchasing

KAC/at

Yes, I am interested in extending the validity of my contract with Charlotte County through and including December 31, 2024, under the same prices, terms, and conditions of the original contract.

No thank you, I am not interested in extending the validity of my contract with Charlotte County.

Richard Weissinger
Richard Weissinger

9/19/24
date

cc: File

PURCHASING

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