

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority 53-087R – Floor Coverings with Related Supplies, Equipment, and Services

Bid 53-087R, Floor Coverings with Related Supplies, Equipment, and Services, is a cooperative National Joint Power Alliance (NJPA) contract that is in the thirty-sixth (36) month of its three (3) year term. This cooperative contract was originally awarded an \$800,000 spending authority for a three (3) year term contract from March 18, 2013, through March 31, 2016.

Floor coverings with related supplies are utilized by Physical Plant Operations (PPO), as part of preventive/routine maintenance and capital improvements programs, to provide carpeting, tile, cove base, and laminate flooring throughout the District. These services are not provided in-house and are essential to PPO maintenance operations.

PPO is requesting the Board to increase the spending authority of the existing contract by an additional \$163,000. This increase will take the existing spending authority from \$800,000 to \$963,000. Our SAP system flagged this contract due to the approaching contract end date. Upon further review, the department identified a need to increase the Spending Authority.

The increase is being requested because the current spending authority has been exceeded. This occurred because the two methods of purchasing from this Bid (P-Cards and purchase orders) were not tracked simultaneously on a single report. P-Card expenditures are not tracked in the SAP purchase order system, and PPO used P-Cards to purchase flooring from this Bid. The current inability of SAP to properly capture P-Card purchases led to this over spend.

PPO is currently developing a reporting mechanism that will pull together information from both software programs and deliver timely financial updates for all PPO invoices.

When Procurement & Warehousing Services and PPO became aware of the over spend, all work on this Bid was stopped. All flooring work is being purchased using three quotes until a new bid is in place.

The NJPA contract with the State of Florida expires on March 31, 2016. Staff has been told by The State of Florida, Department of Management Services, Division of State Purchasing that a new bid will be in place in March 2016. When the new bid becomes available, PPO will assess the bid by bidding projects in the local market and comparing those costs to the NJPA bid. The lowest cost solution will be brought to the Board in a recommendation at that time.