

## **EXECUTIVE SUMMARY**

### **Revised Recommendation Tabulation 16-033B – Cafeteria Equipment**

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The School Board of Broward County, Florida (SBBC) approved the award for Bid 16-033B, Cafeteria Equipment at its December 8, 2015, Regular School Board Meeting.

The Bid was awarded by item or group to the two lowest responsive and responsible Bidders meeting specifications, terms, and conditions. The lowest Awardee for an item or group was identified as Primary and the second lowest was recognized as the Alternate; unless rejected, each awarded item should have both a Primary and an Alternate vendor under this award method. Once awarded, the Bid's items, prices, and vendor information are entered into the computer system. However, during this stage, staff identified that, due to a scrivener's error, item 3 had not been awarded and item 16 had been awarded only to an alternate vendor.

Recognizing the need to take corrective action, Procurement & Warehousing Services immediately sent a Revised Posting Notification via fax/email and DemandStar to all vendors on the Bid. The results of this revision are included in the Revised Recommendation Tabulation presented with this item for consideration by the SBBC.

We are requesting approval of the Revised Recommendation Tabulation included with the item so that the awarded vendors may be included and officially recognized.