

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority Bid 14-018R – Supply and Install Sod

This Invitation to Bid (ITB) 14-018R – Supply and Install Sod, is utilized by the Physical Plant Operations (PPO) department for the supply and installation of sod to District sites based on the needs of each location. Sod is used for site restorations after portable demolitions, total renovations and maintenance repairs of athletic fields, and miscellaneous grounds maintenance.

This request is to approve an additional increase in spending authority in the amount of \$135,000 for planned work for the remainder of 2016.

- The attached Exhibit #1 shows the sum of all completed work on sod since the contract was approved in 2013, with a total amount of \$434,553.64.
- The attached Exhibit #2 shows work in process with the remaining balance of the spending authority, describing a total of \$58,556.75.
- The attached Exhibit #3 describes the work planned for the remainder of 2016, for a total of \$134,989.

SPENDING AUTHORITY SUMMARY	
Original Spending Authority	\$350,000
Additional Spending Authority: Approved June 2015	\$145,000
SUM: Approved Spending Authority	<u>\$495,000</u>
Additional Spending Authority Requested August 2016	\$135,000
Final Spending Authority Requested for Bid 14-018R	<u>\$630,000</u>

WORK PERFORMED ON BID SUMMARY	
Exhibit #1, Completed Work	\$434,553.64
Exhibit #2, Work in Process	\$58,556.75
Spending to Date:	<u>\$493,110.39</u>
Exhibit #3, Planned Work for 3rd and 4th Quarters, 2016	\$134,989
Completed, In-Process, and Planned work for Bid 14-018R	<u>\$628,100</u>

Bid 14-018R was approved via post approval on August 20, 2013, for a three (3) year contract term commencing on November 1, 2013, through December 31, 2016. This Bid was originally awarded a spending authority of \$350,000 and on June 23, 2015, the School Board approved an increase of \$145,000 which brings the contract value to \$495,000. The table above provides a breakdown of how the funds are currently encumbered for sod projects since the start of the contract term.

Supplier evaluations were completed by staff of PPO and school locations that had recently received sod and are included in the agenda package. Any issues documented on the evaluation forms were addressed by the grounds manager by meeting with the vendor on April 14, 2016. According to the grounds manager, to date, overall performance in the service provided by the vendor has improved.

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Based on the historically low bidder participation in this Bid, we will immediately begin to research the marketplace, including potentially breaking up the District into smaller service areas, separating material and labor, and working with our peers in other major districts to find alternative best practices to increase participation in sod supply. This will be done with sufficient lead time to avoid a service interruption at the end of 2016, when we once again solicit bids for sod.