

EXECUTIVE SUMMARY

Renewal and Additional Spending Authority 14-034T – Outdoor Tables, Benches, and Trash Receptacles (Catalog)

The Physical Plant Operations (PPO) department is requesting approval to renew Invitation to Bid (ITB) 14-034T – Outdoor Tables, Benches, and Trash Receptacles (Catalog) for an additional one-year period from October 1, 2016, through September 30, 2017. In addition to PPO, schools also utilize this Bid to purchase outdoor furniture funded by the individual school’s operating budget.

ITB 14-034T was approved on October 16, 2013, by post approval for a term of three (3) years from October 16, 2013, through September 3, 2016, with an authorized spending authority of \$550,000. This ITB allows an option to renew the contract term per Section 4, Special Condition 5, Contract Renewal, “The term of the bid shall be for three (3) years, and may, by mutual agreement between SBBC and the Awardee, be renewed for two additional one-year periods, and if needed, 90 days beyond the expiration date of the final renewal period.”

In addition to requesting approval for an additional one-year period, a request is also being made to approve an increase in spending authority of \$130,000. The current unused authorized spending authority of \$267,022 is sufficient for regular school purchases. However, with the addition of School Choice, additional spending is anticipated to reach approximately \$300,000.

The requested amount of \$130,000 was determined based on breakdown below:

Remaining balance on Bid 14-034T:	\$ 267,022
<u>Estimated Forecasted Spend for additional one-year period:</u>	<u>-\$ 97,021</u> (for regular school purchases)
New remaining balance:	\$ 170,001
Anticipated spend for School Choice Enhancements:	\$ 300,000
<u>New remaining balance:</u>	<u>-\$ 170,001</u>
Additional total needed for School Choice Enhancements:	\$ 130,000 (rounded)

A benchmark was performed against a nationally solicited cooperative bid, U.S. Communities, and it was determined that the District will realize a five (5) percent savings by continuing to utilize this Contract.

Four (4) vendors originally submitted bids. However, one of the original vendors has not responded to the renewal offer. Purchasing through this vendor has not been a significant proportion of the total purchasing, and staff of PPO still recommends extending the bid for one (1) additional year.

Supplier evaluations were completed by staff of PPO and schools that recently received products through this ITB and are included in the agenda package. During the three years of the ITB, performance from each vendor has been satisfactory.