

EXECUTIVE SUMMARY

Bid Renewal and Additional Spending Authority 15-0045R - Locks, Keys, Related Security and Door Hardware

This Invitation to Bid (ITB) is utilized by the Physical Plant Operations (PPO) department providing installation and replacement for all types of door and locking hardware devices used in various locations throughout the District in order to maintain a safe and secure environment in good repair. These products are essential for basic building operation.

This request is to approve the recommendation to renew Bid 15-004R - Locks, Keys, Related Security and Door Hardware for one (1) year and to increase its spending authority by \$800,000. This Bid was originally awarded as a two (2) year contract for \$1,750,000 from October 1, 2014, through September 30, 2016. Approval of recommended actions will bring the new contract total to \$2,550,000 through September 30, 2017. The amount requested was determined based on historical spend data as shown on the Financial Analysis Worksheet. Funds for this Bid come from PPO's budget.

There are six (6) vendors awarded in this Bid and all have agreed with the renewal of the current contract. All awarded vendors for the same manufacturer are given an opportunity to submit quotes and purchase orders are issued to the vendor with the lowest net price. Historically, about 80 percent of the purchases happened through two (2) vendors. There were no Minority/Women Business Enterprise vendors awarded on this Bid.

The Procurement & Warehousing Services department has contacted end users and vendors to address the feedback received on the supplier evaluations.