

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spend Authority 17-057E - Lexmark Toners & Supplies

This request is to approve the recommendation to renew Invitation to Bid (ITB) 17-057E - Lexmark Toners & Supplies for a one (1) additional year contract from October 19, 2017 through October 18, 2018 and increase the spending authority by \$175,000 to accommodate the additional year requested from \$1,300,000 to \$1,475,000. This ITB provides the District with a volume leveraged competitively solicited price for toners and supplies for the standard Lexmark printers approved by the District Standards Committee. These items are ordered District-wide.

Prior to the release of Bid 17-057E, the District's anticipated annual spend was forecasted at \$1,300,000 as demonstrated in the table below for the 2015/2016 years.

MONTH	2015	2016	GRAND TOTAL
JANUARY	\$ 113,445.29	\$ 59,588.25	\$ 173,033.54
FEBRUARY	\$ 120,868.98	\$ 128,427.40	\$ 249,296.38
MARCH	\$ 130,104.49	\$ 87,567.78	\$ 217,672.27
APRIL	\$ 96,457.41	\$ 104,174.76	\$ 200,632.17
MAY	\$ 129,294.94	\$ 189,037.12	\$ 318,332.06
JUNE	\$ 93,969.29	\$ 70,083.92	\$ 164,053.21
JULY	\$ 39,165.34		\$ 39,165.34
AUGUST	\$ 114,455.08		\$ 114,455.08
SEPTEMBER	\$ 112,203.37		\$ 112,203.37
OCTOBER	\$ 143,451.73		\$ 143,451.73
NOVEMBER	\$ 146,932.38		\$ 146,932.38
DECEMBER	\$ 64,779.38		\$ 64,779.38
GRAND TOTAL	\$ 1,305,127.68	\$ 638,879.23	\$ 1,944,006.91
2015 MONTHLY AVG.	\$ 108,760.64		
2016 MONTHLY AVG.	\$ 106,479.87		*Average of 2015 & 2016
FORECAST MONTHLY AVG.*	\$ 107,620.26		
FORECAST TOTAL	\$ 1,291,443.06		
SPEND AUTHORITY	\$ 1,300,000.00		

Since the ITB inception in October of 2016, the reduced pricing obtained from this solicitation has saved the District **forty (40) percent or \$556,296**. Based on the significant cost savings and the potential for increased market pricing, this request is to renew with the existing vendor, The Office Pal, Inc.

According to Special Condition 4.5, the term may be renewed for one (1) additional year with a mutual agreement between the District and the awardee.

The original forecast and spending authority for one (1) year was \$1,300,000. Even though this request is to double the term from one (1) year to two (2), the requested additional spending authority is only \$175,000 to cover the additional year.