

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 18-098C - Electrical Services

This request is to approve the recommendation to award Request for Proposal (RFP) 18-098C - Electrical Services for a three (3) year contract from November 15, 2017, through September 30, 2020.

The Electrical Services contract is utilized by Physical Plant Operations, Custodial and Grounds, and Energy Management as part of their preventive/routine maintenance and capital improvement program. Services include, but are not limited to, school lighting projects/retrofitting, gym lighting, pole lighting, generator replacement, marquee and sign installation, scoreboards, panels, and electrical service upgrades. These services are not provided in-house and are essential to the on-going repair and improvement of electrical equipment and systems throughout the District.

The solicitation ran from August 7, 2017, through September 14, 2017 and was awarded to a pool of three (3) vendors who met all specifications, terms, and conditions of the bid. Having a pool of multiple awardees allows for continuity of services if one of the awarded vendors cannot comply with delivery requirements, specifications, or in emergency cases.

For this RFP, Procurement & Warehousing Services (PWS) conducted negotiations with the top three (3) shortlisted vendors. PWS successfully negotiated costs reductions of two (2) vendors to match the lowest price provided. Additionally, PWS established Service Level Agreement to maximize the response time for both emergency and routine work orders.

Of the three (3) awarded vendors, all are certified Small/Minority/Women Business Enterprise.

Financial Impact

Comparing the prices that the District received with RFP 18-098C, to the prices received three (3) years ago, prices have increased approximately fourteen (14) percent. The total spending authority requested is \$2,230,000 as demonstrated in the breakdown below:

(historical average monthly expenditures)	\$ 52,066
(x)	
<u>(number of months)</u>	<u>35</u>
(estimated forecasted spend)	\$ 1,822,327
(+)	
<u>(fourteen (14) percent price increase from previous bid)</u>	<u>\$ 255,126</u>
(estimated spend + price increase)	\$ 2,077,453
(+)	
<u>(ten (10) percent provision)</u>	<u>\$ 207,745</u>
(total spend authority (rounded))	\$ 2,230,000

ITB 14-082F - Electrical Services is a current bid that was awarded a three (3) year contract with an approved spending authority of \$1,315,000 for the term of November 13, 2014, through November 12, 2017. ITB 14-082F was approved for additional spending authority at the April 19, 2016, Regular School Board Meeting.