



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	2017-11-07 10:05 - School Board Operational Meeting
AGENDA ITEM	ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Procurement & Warehousing Services

Special Order Request	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
Time	
Open Agenda	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

ITEM No.:
EE-4.

TITLE:
Recommendation for Additional Spending Authority - 16-007B - Letter and Legal-Sized Paper

REQUESTED ACTION:
Approve the additional spending authority for the Invitation to Bid (ITB). Contract Term: July 1, 2015 through July 30, 2018, 3 Years; User Department: District-wide; Additional Requested Amount: \$550,000; New Award Amount: \$4,200,000; Awarded Vendor(s): Mac Papers, Inc.; Small/Minority/Women Business Enterprise Vendor(s): None.

SUMMARY EXPLANATION AND BACKGROUND:
This request is for additional spending authority for ITB 16-007B- Letter and Legal-Sized Paper which is being used throughout the District for daily use to print special projects, documents, emails, facsimiles, etc. Under this contract, all orders are now being placed directly from the Warehouse, to alleviate the difficulties the users were having in fulfilling the minimum orders required by the vendor. This request is to approve an additional spending authority of \$550,000 for the term of the contract.

A copy of the bid document is available online at: http://www.broward.k12.fl.us/supply/agenda/16-007B_LetterLegalPaper_BidwithAddendums.pdf

SCHOOL BOARD GOALS:

Goal 1: High Quality Instruction Goal 2: Continuous Improvement Goal 3: Effective Communication

FINANCIAL IMPACT:
The estimated financial impact to the District will be \$550,000. The contract award amount was for \$3,650,000. The request is to increase the spending authority by \$550,000, bringing the new contract value to \$4,200,000. The funding source will come from existing approved school, department and center's operating budgets. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

EXHIBITS: (List)
(1) Executive Summary (2) Approved ARF 5-19-2015 RSBM EE-5 (3) Approved ARF 4-18-2017 RSBM EE-9 (4) Financial Analysis Worksheet

BOARD ACTION:

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Jeffrey Moquin	Phone: 754-321-2650
Name: Mary C. Coker	Phone: 754-321-0501

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Maurice L. Woods - Chief Strategy & Operations Officer

Signature

Approved In Open Board Meeting On: _____

By: _____

School Board Chair