



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**MEETING DATE** 2017-11-07 10:05 - School Board Operational Meeting

**Special Order Request**  
 Yes  No

**ITEM No.:**  
 EE-4.

**AGENDA ITEM** ITEMS

**Time**

**CATEGORY** EE. OFFICE OF STRATEGY & OPERATIONS

**DEPARTMENT** Procurement & Warehousing Services

**Open Agenda**  
 Yes  No

**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](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:**  
**APPROVED**  
 (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

Approved In Open Board Meeting On: **NOV 07 2017**

By: *Abby M. Freedman*  
 School Board Chair

Signature  
 Maurice Woods  
 10/23/2017, 4:07:25 PM