

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater 18-112R- Vehicle Parts, Supplies & Related Items

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This request is to approve the recommendation to award Invitation to Bid (ITB) 18-112R – Vehicle Parts, Supplies & Related Items for a three (3) year contract from November 8, 2017 through November 30, 2020. ITB 18-112R combined two current bids 13-012R Vehicle Parts, Supplies and Related Items and 15-074R – OEM Auto and Truck Parts Accessories.

Student Transportation and Fleet Services utilizes this Bid to purchase parts, supplies and equipment used to repair, maintain and service the District’s automotive fleet. The District’s automotive fleet include vehicles; trucks - light, medium & heavy duty; and school buses.

The solicitation for this ITB ran from September 27, 2017 through October 11, 2017 and it was awarded to a primary, second and third alternate vendor who met all specifications, terms, and conditions of the solicitation. Including the two alternate awardees allow for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

#### Financial Impact

The total spending authority requested is \$7,900,000 as demonstrated in the breakdown below:

\$ 174,364	(average monthly expenditure ITB 13-012R)
\$ 24,936	(average monthly expenditure ITB 15-074R)
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\$ 199,300	(total average monthly expenditure)
x 36	(new contract term)
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\$ 7,174,800	(total based on the monthly average spend)
\$ 717,480	(ten (10) percent allowance)
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\$ 7,892,280	(forecasted spending for new bid-to be rounded to \$7,900,000)

The current ITB 13-012R – Vehicle Parts, Supplies & Related Items was approved at the School Board meeting on July 24, 2012, and ITB 15-074R OEM Auto and Truck Parts Accessories was approved as a Post Board Approval on January 21, 2015.