

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 18-122R – Hydraulic Personnel Lift and Ancillary Equipment Inspection and Repair Services

This request is to approve the recommendation to award ITB 18-122R for a one (1) year contract term January 19, 2018 through January 18, 2019.

Prices quoted will include services at approximately ninety (90) schools, departments, and centers from the District. The annual inspection of the lifts and super straddles (whenever possible) will be performed concurrently. There are approximately one hundred and ten (110) lifts, forty (40) super straddles, and eight (8) scissor lifts. Services will be requested on an as-need basis through the use of a location-specific Notice to Proceed.

This solicitation was advertised from October 5, 2017 through November 6, 2017. There were one hundred and sixty-four (164) vendors notified, which included twenty-six (26) Small/Minority/Women Business Enterprises. Eight (8) vendors downloaded the ITB, and one (1) bid was received before the bid opening deadline.

Physical Plant Operations (PPO) is requesting School Board approval for an authorized spending authority of \$100,000 for a one (1) year term contract. Funding for this bid will come from PPO's Operating budget. The amount requested was determined based on PPO's requirements to satisfy the needs of the District for this bid, and a comparison of expenditures from the previous bid. Expenditures for this contract will not exceed the bid award amount.

Kelly Tractor Co. submitted a bid which met all specifications, terms, and conditions of the solicitation and is recommended to be awarded this bid in its entirety.

Financial Impact

The total spending authority requested is \$100,000 as demonstrated in the breakdown below:

<u>(historical average monthly expenditure)</u>	<u>\$7,500</u>
<u>(number of months requested on renewal)</u>	<u>12</u>
<u>(estimated forecasted spend for twelve (12) months)</u>	<u>\$90,000</u>
<u>(ten (10) percent contingency provision)</u>	<u>\$9,000</u>
<u>(total spending authority requested, rounded)</u>	<u>\$100,000</u>