

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater 18-142R- Vehicle Parts, Supplies & Related Items

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This request is to approve the recommendation to award Invitation to Bid (ITB) 18-142R – Vehicle Parts, Supplies & Related Items for a three (3) year contract from December 20, 2017 through December 31, 2020, with a renewal option for two (2) additional one (1) year periods. ITB 18-142R combined two (2) current bids 13-012R – Vehicle Parts, Supplies and Related Items and 15-074R – OEM Auto and Truck Parts Accessories.

Student Transportation & Fleet Services (STFS) 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 includes vehicles; trucks - light, medium & heavy duty; and school buses.

The solicitation for this ITB ran from November 9, 2017 through December 1, 2017. The recommendation to award for ITB 18-142R created a pool of qualified vendors that will provide products from over 200 manufactures. The availability of a pool of qualified vendors from multiple suppliers allows the District to take advantage of regional and promotional discounts that may be available from each vendor at different times throughout the contract period while also ensuring a minimum savings percentage. Awarding the ITB to a pool of pre-qualified vendors who meet the bid specifications, terms and conditions provide the District the best opportunity to seek the lowest cost that may include additional manufacturer’s discounts, throughout the term of the bid.

#### 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.