

## EXECUTIVE SUMMARY

### Recommendation for Additional Spending Authority 17-105B – Cups and Lids for Cafeterias

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The School Board of Broward County, Florida (SBBC), awarded the Invitation to Bid (ITB) 17-105B via post board approval memo on November 1, 2016, with a spending authority of \$425,000 from November 2, 2016, through March 31, 2018. This Bid has been utilized by Food & Nutrition Services to purchase the cups and lids that are used to serve food in the District's cafeterias. These items are delivered to the District's Central Warehouse. Food & Nutrition Services managers place orders for these items on an as-needed basis.

#### Financial Impact

This request is for the School Board approval for an additional allocation of \$97,600. This increase will take the existing approved spend from \$425,000 to \$522,600. At the current rate of usage, the unused authorized spending will be consumed before bid expiration. The amount requested will provide adequate funding for the remaining term of the bid and was determined as shown below.

$$\begin{array}{r} \$ 32,512 \text{ (average monthly expenditure)} \\ \underline{\quad \times \quad 3} \text{ (number of months remaining in current bid)} \\ \$ 97,537 \text{ (total needed for remaining months in current bid-rounded to} \\ \quad \quad \quad \$97,600) \end{array}$$

The need for this request for additional spending is due to an increase in demand for the products included in this Bid. Orders from cafeterias for November, December, and January were for 469, 517, and 601 cases, respectively, due to an increase in cafeteria participation.

Items in this ITB are now included in ITB 18-139B Paper and Plastic Items for Cafeterias which is being presented for approval at the School Board Operational Meeting of February 21, 2018.