

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 16-123B - Plasticware and Flatware Cutlery for Cafeterias

The School Board of Broward County, Florida (SBBC), awarded the Invitation to Bid (ITB) 16-123B - Plasticware and Flatware Cutlery for Cafeterias, on March 21, 2017, for a period of two (2) years from July 1, 2016 through June 30, 2018. This contract is in its eighteenth (18) month and is utilized by the Food & Nutrition Services Department to purchase both bulk and individually packaged cutlery including napkins and straws with forks, sporks, or fork and spoon that are used by students and staff in the dining areas. These essential items are ordered in truckload quantities and delivered to the District's Central Warehouse. Food & Nutrition Services managers place orders on an as-needed basis for bi-monthly deliveries per agreed upon schedule. Funding for this Bid will come from Food & Nutrition Services operating budget.

Food & Nutrition Services department is requesting approval to exercise the bid's first contract renewal for an additional one (1) year period from July 1, 2018 through June 30, 2019. This ITB includes an option to renew the contract term per Section 4, Special Condition 5, and contract renewal: "The term of the bid shall be for two (2) year(s), and may, by mutual agreement between SBBC and the Awardee, be renewed for two additional one-year periods and, if needed, 90 days beyond the expiration date of the final renewal period." The ITB's awarded vendors; Daxwell and All Florida Paper, LLC, have accepted the request to renew the contract.

In addition to requesting approval for an additional one (1) year period, a request is also presented to approve an increase in spending authority of \$7,000. The current unused authorized spending authority of \$552,041 is sufficient to cover the remaining six (6) months of the contract and most of the period during the renewal. However, an additional \$7,000 will be necessary to provide adequate funding for the additional twelve (12) months.

Financial Impact

The requested amount of \$7,000 was determined as shown below:

\$ 185,988	Total needed for remaining six (6) months of current bid term
<u>+371,973</u>	Total needed for renewal period
\$ 557,961	Total anticipated spend
<u>- 552,041</u>	Unused authorized spend
\$5,920	Amount needed for renewal period-to be rounded to \$6,000
<u>+ 888</u>	Additional fifteen (15) percent provision for unexpected needs or in case of emergency
<u>\$6,808</u>	Recommended spend authority-to be rounded to \$7,000
<u>New bid award amount: \$1,117,000</u>	

This recommendation for renewal is in the best interest of the District to benefit from prices that were thirty-three (33) percent at the time of award and also to benefit from the continuation of services. Additionally, staff has indicated that vendor performance is satisfactory and recommend the extension and continuation of services with the awarded vendor. Surveys were compiled with responses provided by Food & Nutrition Services managers who provided feedback on the products and delivery services provided by the awarded vendor. Based on the results of the customer satisfaction surveys, a total of one hundred and twenty-one (121) responses were received with ninety (90) percent or more rating product quality as excellent, very good, or good and also favoring re-approval of the current brand of plasticware.

Prices were benchmarked against neighboring counties Miami-Dade County Public Schools (MDCPS) and School District of Palm Beach County (SDPBC). Both districts have bids that include comparable items, and from the research, it was found that prices for SBBC are lower.