

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 18-157B - Calibrate and Repair of Audiological Equipment

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-157B to Alpha-Cal, LLC for two (2) years, starting April 1, 2018 through April 30, 2020. This ITB will facilitate the calibration and repair of audiological equipment at various locations throughout the District, which includes but is not limited to the annual calibrations of tympanometer and audiometers. The Exceptional Student Learning Support Department will manage the bid, and the budget will come from various school and department operating budgets throughout the District.

Financial Impact

The total spending authority requested is \$72,000 as demonstrated in the breakdown below:

historical average monthly expenditures	\$ 2,500
number of months	24
estimated forecasted spend	\$ 60,000
ten (10) percent provision	\$ 6,000
additional ten (10) percent for miscellaneous repairs	\$ 6,000
total spend authority (rounded)	\$ 72,000

School Board approval of this recommendation does not mean the authorized amount will exceed the estimated contract award amount.

Procurement Method

The solicitation ran from January 8, 2018 through February 12, 2018. There were six hundred and six (606) vendors notified, six (6) vendors downloaded the ITB, and one (1) proposal was received before bid opening. As stated in the ITB, the bid shall be awarded by ITEM OR BY GROUP to the lowest responsive and responsible bidder (including price with Small/Minority/Women Business Enterprise incentive calculation), that meets all specifications, terms, and conditions.

The usual practice when only one (1) bid is received, is to recommend an award for only one (1) year; however, the District is deviating from this practice as explained below:

- This is the District's third attempt to award this Bid over the past year. In the previous releases, only one (1) response was received.
- The vendors that can provide this service locally is limited, with an estimation of two (2) other vendors. Both vendors were advised of this Bid.