

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 18-141B – Bottled Water and Rental of Dispensers

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-141B – Bottled water and Rental of Dispensers for a two (2) year period from May 13, 2018 through May 31, 2020, with a renewal option for two (2) additional one (1) year periods. ITB 18-141B was issued to replace the previous bid 17-199B – Bottled Water and Rental of Dispensers which was approved via Post Board Approval on February 21, 2017, to piggyback off the Broward County Government’s contract #K1379803Q1. This ITB is utilized throughout the District to procure bottled water and rent the dispensers used to serve water. Schools and locations in need of these products place orders with the vendor for delivery based on a schedule.

Procurement & Warehousing Services received two (2) bid responses for this ITB on January 31, 2018, which is recommended for award to a primary and an alternate vendor who met all specifications, terms, and conditions of the bid. The bidders recommended to be the Primary and Alternate awardees in the contract are DS Services of America, Inc. d/b/a Crystal Springs (DS Services) and Nestle Waters North America Inc., respectively. Including an alternate awardee allows for continuity of services if the primary vendor cannot comply with the delivery requirements, specifications, or in emergency cases.

DS Services is the current provider of bottled water services for the District and their prices on bid are lower than comparable items included in other agencies’ contracts.

Financial Impact

The amount requested is \$463,000 and was determined as shown below, based on historical and forecasted expenditures of bid 17-199B:

\$ 17,521	(average monthly expenditure)
<u> x 24</u>	(number of months in the new bid)
\$420,500	(forecasted spending for new bid)
<u>+ 42,050</u>	(additional ten (10) percent provision for unexpected needs or emergencies)
<u>\$462,550</u>	(recommended spend authority (to be rounded to \$463,000))