

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 15-066R – Maintenance, Cleaning, and Inspection of Cafeteria Hood Ventilation Systems

The School Board of Broward County, Florida (SBBC), awarded the Invitation to Bid (ITB) 15-066R - Maintenance, Cleaning, and Inspection of Cafeteria Hood Ventilation Systems for a three (3) year contract from July 1, 2015 through June 30, 2018. This contract is in its thirty-second (32) month and is utilized by the Physical Plant Operations Department (PPO) to procure the services associated with the inspection and cleaning of all cafeteria hood ventilation systems. Cleanings and inspections are planned, scheduled and performed after normal business hours when kitchens are not in operation. These essential services are necessary to provide protection from fire and explosion hazards in accordance with the National Fire Protection Association (NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations).

PPO is requesting approval to exercise the ITB'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, Contract Renewal: "The term of the bid shall be for approximately three (3) years, 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. Procurement & Warehousing Services Department, will, if considering renewing, request a letter of intent to renew from each Awardee, prior to the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon by the School Board." The ITB's awarded vendor, Gold Coast Environmental Solutions, Inc., has accepted the request to renew the contract.

Financial Impact

In addition to requesting approval for this one (1) year renewal, a request is also presented to approve an increase in spending authority of \$90,000. The current unused spending authority is sufficient to cover the remaining four (4) months of the contract but will need an additional funding allocation for the renewal term as shown below:

\$ 14,344	(average monthly expenditure)
<u> x 4</u>	(months remaining in contract)
<u>\$ 57,376</u>	(estimated amount necessary for months remaining)
\$141,008	(unused spending authority)
<u>- 57,376</u>	(estimated amount necessary for months remaining)
<u>\$ 83,632</u>	(spend authority available for twelve (12) month renewal)

\$ 14,344	(average monthly expenditure)
<u> x 12</u>	(number of months in contract renewal)
<u>\$ 172,128</u>	(forecast recommendation for twelve (12) month renewal)
\$ 172,128	(forecast recommendation for twelve (12) renewal)
<u>- 83,632</u>	(spend authority available for twelve (12) renewal)
<u>\$ 88,496</u>	(recommended increase in spending authority – to be rounded to \$90,000)

(new total recommended spend authority) \$600,000 + 90,000 = \$690,000

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This recommendation for renewal is in the best interests of the District to benefit from fixed prices and continuity of services. Staff has indicated that vendor performance is satisfactory and recommend the extension and continuation of services with the awarded vendor.

Prices were benchmarked against the neighboring school districts of Collier and Orange counties. Currently, SBBC's rate is \$149 per unit and rates for the other school districts averaged \$200. The Monroe County School District piggybacks off SBBC's contract to procure these services.