

EXECUTIVE SUMMARY

Recommendation to Approve Extension of Bid 18-019B – Culinary Arts Supplies, Equipment Repair Parts (Catalog)

The Invitation to Bid 18-019B - Culinary Arts Supplies, Equipment Repair Parts (Catalog) was approved via post-approval memo on June 19, 2017, with a spending authority of \$100,000 for a one (1) year term from August 1, 2017 through July 31, 2018. This Bid is utilized by the Stockroom and Maintenance Departments to purchase repair parts needed to repair and maintain the District's kitchen equipment.

This request is for the School Board's approval for an extension of one-hundred and twenty (120) days beyond the original contract expiration date from August 1, 2018 through November 30, 2018. This ITB includes an option to extend the contract's term per Section 3, General Condition 31 – Extension. An additional one-hundred and twenty (120) day period will allow Procurement & Warehousing Services (PWS) to design a new solicitation that will serve the interests of the District. PWS has identified that this Bid contains items that may be combined into another solicitation for similar items. Combining these bids will offer the District more advantageous prices and discounts.

The ITB's awarded vendors have accepted the request to extend the contract. No additional spending authority is being requested at this time. Average monthly expenditures are approximately \$3,485, and there is approximately \$68,632 of unused spending authority which will be sufficient for the duration of the current bid.

PWS will begin the process of re-designing and re-bidding the solicitation for these items, so a new contract is in place before December 1, 2018.