

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 18-160B – Letter and Legal-Sized Paper

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-160B – Letter and Legal-sized Paper for a two (2) year contract from Aug 1, 2018 through July 31, 2020, with a spending authority of \$2,450,000.

The School Board of Broward County, Florida, released Invitation to Bid (ITB) 18-160B on January 30, 2018, and was opened on February 26, 2018. Procurement & Warehousing Services received seven (7) bids, of which three (3) are certified Small/Minority/Women Business Enterprise, vendors.

This ITB 18-160B was issued to replace ITB 16-007B which expires on July 30, 2018.

Letter and legal-sized paper is needed throughout the District for daily use to print special projects, documents, emails, facsimiles, etc. This ITB will allow schools and departments to order these items directly from our Warehouse.

Financial Impact

The estimated spend for a two (2) year contract is \$2,750,000, which was determined based on historical usage reports of the previous contract and forecasted expenditures. The amount requested will provide adequate funding for the District to continue ordering copy paper as needed.

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|---|---------------------------|
| <u>Total spend as of April 2018 (ITB 16-007B)</u> | <u>\$3,351,964</u> |
| <u>Estimated spend at expiration on July 2018 (thirty-six (36) months)</u> | <u>\$3,650,000</u> |
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| <u>Estimated spending authority for ITB 18-160B (twenty-four (24) months)</u> | <u>\$2,435,000</u> |
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| <u>Recommended spending authority (rounded)</u> | <u>\$2,450,000</u> |

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

Funding for this Bid will come from the schools and departments' operating budgets.

Spending Breakdown Details:

| DEPARTMENT | USAGE |
|---------------------------|-------|
| ELEMENTARY SCHOOLS | 47% |
| HIGHSCHOOLS | 25% |
| MIDDLE SCHOOLS | 18% |
| OTHER DEPARTMENTS | 7% |
| OTHER EDUCATIONAL CENTERS | 3% |

| OTHER DEPARTMENTS - TOP TEN USAGE | |
|--------------------------------------|-------|
| Alternatives C | 0.50% |
| ESE | 0.81% |
| Pupil Transport | 0.32% |
| Business Support Center | 0.27% |
| ETS | 0.27% |
| Food & Nutrition | 0.24% |
| Benefits & Employment Services | 0.22% |
| Procurement & Warehousing | 0.19% |
| Diversity, Prevention & Intervention | 0.19% |
| Risk Management | 0.16% |