

EXECUTIVE SUMMARY

Recommendation for \$500,000 or Greater 19-028E - Maintenance Radio and Repair Services

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-028E – Maintenance Radio and Repair Services for three (3) years from July 1, 2018 through June 30, 2021. This ITB will provide the various locations throughout the District that have handheld portable radios the option to purchase a warranty plan for their out-of-warranty radios. Locations would coordinate the purchase of the warranty plan with Physical Plant Operations (PPO).

The purchase of a warranty plan for out-of-warranty radio repairs is the preferred option when compared with the alternative, the purchase of a new radio. Radios purchased under ITB 17-172E – Portable Two Way Radios have a three (3) year warranty period. The table below illustrates the cost difference between the purchase of new radios vs the purchase of an annual warranty plan for repairs:

| Radio Description | Cost to Purchase (ITB 17-172E Portable Two Way Radio) | Annual Cost of Warranty Plan for Repairs |
|--------------------------------------|---|--|
| Portable Two-Way Radio 16 Channels | \$ 341 | \$ 21 |
| Portable Two-Way Radio 128 Channels | \$ 377 | \$ 21 |
| Portable Two-Way Radio 1000 Channels | \$ 693 | \$ 21 |
| UHF/VHF Repeaters | \$2,250 | \$ 36 |

Procurement Method

The previous solicitation, 18-045E - Maintenance Radio and Repair received only one (1) bid and was awarded for one (1) year, July 1, 2017 through June 30, 2018. The previous bid was awarded to Econ-Comm, Inc., dba Mobile Communications.

Procurement & Warehousing Services (PWS) advertised ITB 19-028E from March 22, 2018 through April 27, 2018. There were one hundred-thirteen (113) vendors notified, seven (7) downloaded the ITB and two (2) bids were received. The bid award was based upon the bidders meeting or exceeding the bid specification and providing a flat rate or hourly rate for maintenance and repair of radio. The ITB is being awarded to Econ-Comm, Inc. dba Mobile Communications.

Financial Impact

The total spending authority request is \$937,000 based on the monthly expenditure from the previous bid as demonstrated below:

| | |
|--|--------------------------|
| <u>Historical average monthly spent</u> | <u>\$ 26,019</u> |
| <u>Term of the bid thirty-six (36 months)</u> | <u>X 36</u> |
| <u>Estimated forecasted spend</u> | <u>\$ 936,699</u> |
| | |
| <u>Total spending authority (rounded)</u> | <u>\$ 937,000</u> |

Funding for this Bid will come from schools and departments operating budget. The amount requested was determined based on the expenditures from the previous bid. The financial impact amount represents an estimated contract value; however, expenditures for this contract will not exceed the bid award amount.