

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 19-054N – Art Equipment

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-054N to two (2) Vendors, for three (3) years starting September 1, 2018 through September 30, 2021 with a spending authority of \$180,000.

The Applied Learning Department (K-12) has identified the need for art equipment that will be used in art programs throughout the District. The use of art equipment in class instruction is essential to the District's art curriculum for all grade levels. Art equipment, such as clay with wedging board bin, mat cutter, paper and board rotary cutter, drying rack, electric potter's wheels with stools, storage and drying cabinets, and light box, is used to deliver art lessons in connection with the Next Generation Sunshine State Standards and newly adopted Florida Standards. Technical centers and/or departments may order from this Bid, as well as school art curriculums.

Procurement Method

The solicitation ran from June 8, 2018 through July 5, 2018. There were three hundred, and eighty-four (384) vendors notified, nineteen (19) vendors downloaded the ITB, and three (3) bids were received before bid opening. Bid is awarded by item or by group, to the lowest responsive and responsible Bidder(s) meeting all specifications, terms and conditions. Awarded vendors include School Specialty, Inc. and DGS Educational Products, Inc., that were both awarded on the current Bid and accounted for majority of the purchases.

Currently, there are two (2) solicitations for Art Equipment, 16-012N and 16-039N that expire on August 31, 2018, with a total spending authority of \$1,125,000. The spending authority of the previous bid was increased primarily to facilitate art room renovations.

Financial Impact

The total spending authority requested is \$180,000 based on the monthly expenditure from the previous bids and will be taken from various funds throughout the District.

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| <u>(ITB 16-012N historical average monthly expenditure)</u> | <u>\$ 600</u> |
| <u>(ITB 16-039N historical average monthly expenditure)</u> | <u>\$ 4,200</u> |
| <u>(Total historical average monthly expenditures)</u> | <u>\$ 5,000</u> |
| | |
| <u>(number of months)</u> | <u>36</u> |
| <u>(estimated forecasted spend)</u> | <u>\$180,000</u> |
| | |
| <u>(Total spend authority (rounded))</u> | <u>\$180,000</u> |