

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 16-008B – Floor Finish System

The School Board of Broward County, Florida (SBBC), awarded the Invitation to Bid (ITB) 16-008B – Floor Finish System for a three (3) year contract from January 21, 2016 through January 20, 2019. This contract is in its thirtieth (30) month and is utilized by the Physical Plant Operations Department (PPO) to procure floor finish and other associated products used to maintain clean floors and safe environments throughout the District. These products are stocked at the Central Warehouse for later delivery to schools and departments. Funding for this Bid comes from existing approved schools', departments' and centers' custodial budgets.

PPO is requesting approval to exercise the ITB's first contract renewal for an additional one (1) year period from January 21, 2019 through January 20, 2020. This ITB includes an option to renew the contract term per Section 4, Special Condition 7, 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 (2) additional one (1) year periods and, if needed, ninety (90) days beyond the expiration date of the final renewal period. Procurement & Warehousing Services (PWS) 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, National Chemical Laboratories, Inc., has accepted to renew the contract at the current awarded prices.

This request is due to the fact that PPO's custodial supervisors identified a need to review and test new products in response to staff's request for safer products. PWS released a Request for Information (RFI) for Floor Finish Products in February 2018 and vendors submitted Material Safety Data Sheets and labeled information that was reviewed and approved by Risk Management. Custodial Supervisors coordinated product testing that is underway at various schools. It is a comprehensive evaluation where vendors provide samples of their product at no cost to the District and also provide full support to staff in the proper application and maintenance of the product. This testing is planned to last for the full school year to evaluate the products' performance, durability, and safety. Products meeting performance criteria will be included in the next bid.

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 \$1,572,000. At the current rate of usage, the unused authorized spending authority of \$80,035 will be consumed and in need of an additional funding allocation before bid expiration. The amount requested will be necessary to provide adequate funding for the remaining of the current term and the additional twelve (12) months of the renewal as shown below:

<u>(average monthly expenditure)</u>	<u>\$ 87,332</u>
<u>(months remaining in the contract)</u>	<u>x 6</u>
<u>(estimated amount necessary for months remaining)</u>	<u>\$ 523,992</u>
<u>(average monthly expenditure)</u>	<u>\$ 87,332</u>
<u>(number of months in contract renewal)</u>	<u>x 12</u>
<u>(forecast recommendation for twelve (12) month renewal)</u>	<u>\$ 1,047,984</u>

**New total recommended spend authority \$523,992 + \$1,047,984 = \$1,571,976
(To be rounded to \$1,572,000)**

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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.

Staff contacted the school districts of Miami Dade and Orange County, in order to compare pricing; however, products were not comparable, and the structure of their bids have no similarities to SBBC's ITB.