

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 19-061R - HVAC-R Parts & Supplies

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-061R - HVAC-R Parts & Supplies for a one (1) year and eight (8) months period from October 1, 2018 through June 30, 2020, with a renewal option for two (2) additional one (1) year periods. ITB 19-061R was issued to replace the previous bid 16-014R - HVAC-R Parts & Supplies.

This ITB will be utilized by Physical Plant Operations (PPO) to purchase HVAC-R Parts and Supplies to replace, repair and maintain air conditioning, heating, refrigeration, and ventilation equipment located throughout the schools and administrative sites in order to provide a comfortable and safe environment. All sites are equipped with an HVAC system designed to maintain proper temperature and humidity levels and schools will also have a refrigeration system to keep food at suitable temperatures. The main items used are: compressors, refrigerant, oil, oil filters, motors, pumps, sensors, piping and pipe fittings, relays, and switches.

Procurement Method

Procurement & Warehousing Services (PWS) released ITB 19-061R on June 19, 2018. PWS received twelve (12) bid responses for this ITB on July 12, 2018, which is recommended for award to the vendors providing the highest discount and who met all specifications, terms, and conditions of the bid.

Financial Impact

The total spending authority request is \$1,845,000 based on the monthly expenditure from the previous bid as demonstrated below:

Historical average monthly spent		\$92,136
Term of the bid (twenty (20) months)	x	20
Estimated forecasted spend	=	<u>\$1,842,721</u>

Total spending authority (rounded) \$1,845,000

Funding for this Bid will come from PPO's 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.