

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 19-072R - Theater Dimming Racks and Related Stage Lighting Equipment

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-072R - Theater Dimming Racks and Related Stage Lighting Equipment for a one (1) year contract from October 1, 2018 through September 30, 2019. ITB 19-072R was issued to replace the previous bid 18-052R - Theater Dimming Racks and Related Stage Lighting Equipment.

This ITB provides installation and replacement of aging theater dimmer racks and stage lighting equipment. It also includes all sorts of theater equipment such as microphones and audio consoles from leading brands such as ETC, Leviton, Lex Products, Lightronics, and Strand Lighting from Phillips.

Physical Plant Operations (PPO) Department is the primary user of this bid. Additionally Applied Learning and Innovative Programs have used the solicitation 18-052R in the past period as demonstrated below:

Ordering Location	Count of Purchase Orders	Sum of Total Spend
Applied Learning	10	\$153,094.56
Innovative Prog.	4	\$54,763.70
PPO	2	\$195,069.25

For the new term through the SMART General Obligation Bond (GOB) initiative, Applied Learning and theater programs across the District are very pleased for the opportunity to upgrade or replace current school sound and stage lighting equipment. These upgrades are essential for theater education with the continued advancement in theater technology. Students will now utilize current sound and lighting technology, which will better prepare them should they select a career path in theater. In addition, the upgrades to the stage, sound and lighting areas will help to produce more professional theatrical events. There are thirty-seven (37) schools that are eligible for equipment upgrades. Each school has worked with Applied Learning to determine their program's most critical individual needs. Based upon those needs, each eligible school has prioritized and selected items and equipment. As of the end of June 30, 2018, Applied Learning has received information from all thirty-seven (37) schools and has placed orders for nine (9) of them. It is anticipated that District theater programs will be using their new equipment for their 2018-2019 productions expanding our students' experiences and growth as performing artists.

Procurement Method

Procurement & Warehousing Services (PWS) released ITB 19-072R on July 18, 2018. PWS received two (2) bid responses for this ITB on August 8, 2018, which is recommended for award to the vendors providing the highest discount and who met all specifications, terms, and conditions of the bid. The bid was awarded to a pool of two (2) vendors who met all specifications, terms, and conditions of the ITB. Having a pool of multiple awardees allows for continuity of services if one (1) of the awarded vendors cannot comply with delivery requirements, specifications, or in emergency cases.

Financial Impact

The total spending authority request is \$1,060,000 based on the historical monthly expenditure from the previous bid and from the SMART requirements, as detailed below:

<u>Historical average monthly expenditures (per FAW)</u>	<u>\$46,512</u>
<u>Term of the bid (twelve (12) months)</u>	<u>x 12</u>
<u>Estimated forecasted spend (based on historical) =</u>	<u>\$558,139</u>

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Estimated future project (28 schools – SMART GOB) \$500,000

Estimated forecast total spend \$1,058,139

Total spending authority (rounded) **\$1,060,000**

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19-072R - Theater Dimming Racks and Related Stage Lighting Equipment
September 5, 2018 Board Agenda
Page 2

Funding for this Bid will come from, mainly, PPO’s operating budget and SMART GOB budget. The amount requested was determined based on the expenditures from the previous bid and District needs for future projects. The financial impact amount represents an estimated contract value; however, expenditures for this contract will not exceed the bid award amount.

In comparison to the current bid 18-052R, the District will receive approximately three (3) percent more in discounts, as per the comparison image below.

Highest Percentage of Discount			
#	Manufacturer	19-072R	18-052R
2	ETC	25%	23%
3	Leviton	15%	7%
4	Lex Products	20%	16%
5	Lightronics	22%	20%
6	Philips - Strand Lighting	25%	23%
Average		21%	18%