

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 16-046R – High Capacity Air Conditioning Filters

This request is to exercise the option to renew for one (1) additional year, through October 3, 2019, and request additional spend authority of \$80,000. This item was approved for award by The School Board of Broward County, Florida, at the March 15, 2016, School Board meeting, for a two (2) year and six (6) month term from March 16, 2016 through October 3, 2018, with an award amount of \$1,102,000.

Physical Plant Operations (PPO) utilizes this Bid for preventive and routine maintenance services to regularly replace air conditioner filters throughout the District. High-efficiency filters and their timely replacement are essential to avoid endangering public health, improving indoor air quality, and maximizing the life expectancy of equipment, reducing repair costs, and downtime of equipment.

Financial Impact

The total spending authority estimated for the renewal period is \$337,696, as calculated below:

Historical average monthly expenditure	\$28,141
Number of months requested	12
<u>Estimated forecasted spend for twelve (12) months</u>	<u>\$337,696</u>

Since this contract has unused spending authority related to the original term (per the Financial Analysis Worksheet), the requested additional spending authority for the one (1) year renewal will be \$80,000, as demonstrated below:

Current total unused authorized and available spending	\$285,901
(-) minus	
<u>Two (2) months still pending in current contract</u>	<u>\$28,141</u>
Estimated total unused authorized spending at the end of current contract	\$257,760
(-) minus	
<u>Total spending authority estimated</u>	<u>\$337,696</u>
Total requested spending authority	\$79,936
<u>Total requested spending authority (rounded)</u>	<u>\$80,000</u>

Procurement & Warehousing Services is responsible for the control of the District contracts' spending authority. This action is performed through the unique BID ID issued per solicitation, which only has a new number assigned when a new solicitation is awarded. In a renewal, the original BID ID assigned to the contract does not change, therefore spending authority analysis is performed in its totality.

The amount requested was determined based on PPO's requirements to satisfy the needs of the District, and a comparison of expenditures from the previous bid term. The financial impact amount represents an estimated contract value; however, expenditures for this contract will not exceed the contract award amount.