

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 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.

For this bid, there are multiple users that includes the following departments based on historical spend (based on eleven (11) months).

Ordering Location	Sum of Total Spend
Applied Learning (SMART)	\$153,094.56
Innovative Program	\$54,763.70
PPO	\$195,069.25
SMART (School Choice)	\$62,188.10

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 \$450,000 based on the historical monthly expenditure from the previous bid, excluding Innovative Programs, as they would not be placing any orders with the new bid, as detailed below:

Purchase Order(s) Spend		\$465,116
Innovative Program funds	-	\$54,764
Purchase Order(s) Spend (excluding Innovative Programs)	=	\$410,352
Eleven (11) months in contract up to date	/	11
Historical average monthly expenditures (excluding Innovative Programs)	=	\$37,305
Term of the bid (twelve (12) months)	x	12
Estimated forecasted spend (based on historical)	=	\$447,657
Total spending authority (rounded)		\$450,000

Funding for this Bid will come from, mainly, PPO's operating budget and SMART Program funds. 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.

Availability of funds within this year's budget has been validated by the Office of Financial Services.

Recommendation of \$500,000 or Less
19-072R - Theater Dimming Racks and Related Stage Lighting Equipment
September 5, 2018 Board Agenda
Page 2

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%