



REVISED

# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	2018-11-07 10:05 - School Board Operational Meeting
AGENDA ITEM	ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Procurement & Warehousing Services

Special Order Request	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Time		
Open Agenda	<input checked="" type="radio"/> Yes	<input type="radio"/> No

ITEM No.:  
EE-21.

TITLE:  
Recommendation for Renewal and Additional Spending Authority - 16-020R - Inspection and Repair of Fire Sprinkler Systems

**REQUESTED ACTION:**  
Approve the renewal and additional spending authority for the above Invitation to Bid (ITB). Contract Term: February 10, 2016 through February 9, 2020, 4 Years; User Department: Physical Plant Operations (PPO); Additional Requested Amount: \$201,000; New Award Amount: \$2,101,000; Awarded Vendor(s): Bass United Fire & Security Systems, Inc.; Small/Minority/Women Business Enterprise Vendor(s): None.

**SUMMARY EXPLANATION AND BACKGROUND:**  
This request is to renew ITB 16-020R - Inspection and Repair of Fire Sprinkler Systems, for one (1) additional year, February 10, 2019 through February 9, 2020, as per Bid Special Condition 5, Contract Renewal which states that: "The term of the bid shall be for three (3) years, and may, by mutual agreement between The School Board of Broward County, Florida, and the awardee, be renewed for two (2) additional one (1) year periods". PPO utilizes this contract for preventive and routine maintenance services.

**SCHOOL BOARD GOALS:**  
 Goal 1: High Quality Instruction  Goal 2: Continuous Improvement  Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
The estimated financial impact to the District will be \$201,000. The contract award amount was for \$1,900,000. The request is to increase the spending authority by \$201,000, bringing the new contract value to \$ 2,101,000. The funding source will come from PPO's operating budget. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.

**EXHIBITS: (List)**  
(1) Executive Summary (2) Approved ARF 2-9-2016 RSBM EE-4 (3) Recommendation Tabulation 2-9-2016 (4) Financial Analysis Worksheet (5) Renewal Letter (6) Memo to Revise

**BOARD ACTION: POSTPONED**  
To December 4, 2018  
School Board Operational Meeting  
(For Official School Board Records Office Only)

<b>SOURCE OF ADDITIONAL INFORMATION:</b>	
Name: Sam Bays	Phone: 754-321-4600
Name: Mary C. Coker	Phone: 754-321-0501

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
Senior Leader & Title  
Maurice L. Woods - Chief Strategy & Operations Officer

Approved In Open Board Meeting On: **NOV 07 2018**  
By: *Nora Cuppen*  
School Board Chair

Signature  
*Maurice Woods*  
11/2/2018, 11:39:17 AM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE SUPERINTENDENT

ROBERT W. RUNCIE  
SUPERINTENDENT OF SCHOOLS

November 2, 2018

TO: School Board Members

FROM: Maurice L. Woods *MLW*  
Chief Strategy & Operations Officer

VIA: Robert W. Runcie *Robert W. Runcie* *(MLW)*  
Superintendent of Schools

SUBJECT: **REVISION TO EE-21, RECOMMENDATION FOR RENEWAL AND  
ADDITIONAL SPENDING AUTHORITY – 16-020R - INSPECTION AND  
REPAIR OF FIRE SPRINKLER SYSTEMS, FOR THE  
NOVEMBER 7, 2018, SCHOOL BOARD OPERATIONAL MEETING**

A revision was made to EE-21, Recommendation for Renewal and Additional Spending Authority – 16-020R - Inspection and Repair of Fire Sprinkler Systems, for the November 7, 2018, School Board Operational Meeting.

Exhibits:

- Revised Executive Summary

RWR/MLW/MCC:bm  
Attachment

cc: Senior Leadership Team

## EXECUTIVE SUMMARY

### Recommendation for Renewal and Additional Spending Authority 16-020R - Inspection and Repair of Fire Sprinkler Systems

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#### Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to exercise the option to renew for one (1) additional year, through February 9, 2020, and request additional spending authority of ~~\$30,000~~ \$201,000. This item was approved for award by School Board at the February 9, 2016, School Board meeting, for a three (3) year from February 10, 2016 through February 9, 2019, with an award amount of \$1,400,000.

#### Goods/Services Description

Responsible: Physical Plant Operations (PPO)

PPO utilizes this Bid as part of the life safety inspections program to provide inspections, testing, certification, and repair services to all fire sprinkler systems throughout the District (two hundred and twenty-four (224) locations). These services are mandated by Florida Statute 633 and State Requirements for Educational Facilities (SREF Chapter 5) with requirement and codes issued by the National Fire Protection Association (NFPA-101 and NFPA-25).

#### Procurement Method

Responsible: PWS

The solicitation for this Invitation to Bid (ITB) ran from August 28, 2015 through September 21, 2015, where one hundred and ninety-one (191) vendors were notified, and twelve (12) vendors downloaded the ITB documentation. PWS received two (2) responses. The bid was awarded to a primary vendor who met all specifications, terms, and conditions of the ITB.

#### Financial Impact

Responsible: PWS and PPO

The total spending authority estimated for the renewal period is \$525,228 as calculated below:

<u>Historical average monthly expenditure</u>	<u>\$43,769</u>
<u>Number of months requested</u>	<u>12</u>
<u>Estimated forecasted spend for twelve (12) months</u>	<u>\$525,228</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 \$201,000, as demonstrated below:

Estimated forecasted spend for twelve (12) months	\$525,228
Estimated forecasted spend for current term, four (4) months	\$175,076
<u>Current total unused authorized and available spending</u>	<u>- \$499,405</u>
<u>Total requested spending authority</u>	<u>= \$200,899</u>
<u>Total requested spending authority (rounded)</u>	<u>= \$201,000</u>

**Recommendation for Renewal and Additional Spending Authority**  
**16-020R - Inspection and Repair of Fire Sprinkler Systems**  
**November 7, 2018 Board Agenda**  
**Page 2**

PWS 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.



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>Special Order Request</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Time</b>
<b>Open Agenda</b> <input checked="" type="radio"/> Yes <input type="radio"/> No

<b>MEETING DATE</b>	Feb 9 2016 10:15AM - Regular School Board Meeting
<b>AGENDA ITEM</b>	OPEN ITEMS
<b>CATEGORY</b>	EE. OFFICE OF STRATEGY & OPERATIONS
<b>DEPARTMENT</b>	Procurement & Warehousing Services

**ITEM No.:**

**TITLE:**  
 Bid Recommendation of \$500,000 or Greater - 16-020R - Inspection and Repair of Fire Sprinkler Systems

**REQUESTED ACTION:**  
 Approve the recommendation to award for the above Bid. Bid Term: February 10, 2016, through February 9, 2019, 3 Years; User Department: Physical Plant Operations; Award Amount: \$1,900,000; Vendor Awarded: Bass United Fire & Security Systems, Inc., M/WBE Vendor (s): None

**SUMMARY EXPLANATION AND BACKGROUND:**  
 The School Board of Broward County, Florida (SBBC), received two (2) responses for ITB 16-020R Inspection and Repair of Fire Sprinkler Systems. This Bid will be utilized by the Physical Plant Operations department to procure the services for the inspection and repair of fire-sprinkler systems, fire pumps, and backflow valves within SBBC.  
 A copy of the ITB documents are available online at:  
<http://www.broward.k12.fl.us/supply/agenda/Bass-Proposal-for-ITB-16-020R-Inspection-and-Repair-of-Fire.pdf>

**SCHOOL BOARD GOALS:**  
 Goal 1: High Quality Instruction     Goal 2: Continuous Improvement     Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
 The estimated financial impact will be \$1,900,000 for the three (3) year term of the contract. Funds will come from the Physical Plant Operation's budget. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the bid award amount.

**EXHIBITS: (List)**  
 (1) Executive Summary (2) Recommendation Tabulation (3) Financial Analysis Worksheet

**BOARD ACTION:**  
APPROVED  
(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Sam Bays	Phone: 754-321-4600
Name: Maurice Woods	Phone: 754-321-2610

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
 Senior Leader & Title

Maurice L. Woods - Chief Strategy & Operations Officer

Signature: Maurice Woods  
Tuesday, February 02, 2016 4:18:39 PM

Approved In Open Board Meeting On:

FEB 09 2016

By: School Board Chair

The School Board of Broward County, Florida  
Procurement & Warehousing Services

RFP No.:	<u>16-020R</u>	Tentative Board Meeting Date*:	<u>FEBRUARY 9, 2016</u>
Description:	<u>INSPECTION AND REPAIR OF FIRE SPRINKLER SYSTEMS</u>	Notified:	<u>191</u>
	<u>SERVICES</u>	Downloaded:	<u>12</u>
For:	<u>VARIOUS LOCATIONS</u>	RFP Rec'd:	<u>2</u>
	(School/Department)	No Bids:	<u>0</u>
Fund:	<u>VARIOUS SCHOOLS AND DEPARTMENTS</u>	RFP Opening:	<u>SEPTEMBER 21, 2015</u>
		Advertised Date:	<u>AUGUST 28, 2015</u>
		Award Amount:	<u>N/A</u>

**POSTING OF RFP RECOMMENDATION/TABULATION:** RFP Recommendations and Tabulations will be posted in the Procurement & Warehousing Services and [www.Demandstar.com](http://www.Demandstar.com) on **October 16, 2015 @ 3:00 PM**, and will remain posted for 72 hours. Any person who is adversely affected by the decision or intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3)(b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays and days during which the school district administration is closed shall be excluded in the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement & Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351. Any person who files an action protesting an intended decision shall post with the School Board, at the time of filing the formal written protest, a bond, payable to The School Board of Broward County, Florida, (SBBC), in an amount equal to one percent (1%) of the estimated value of the contract. Failure to post the bond required by SBBC Policy 3320, Part VIII, Purchasing Policies, Section N, within the time allowed for filing a bond shall constitute a waiver of the right to protest.

(\* ) The Cone of Silence, as stated in the RFP, is in effect until this RFP is approved by SBBC. The School Board meeting date stated above is a tentative date. Confirm with the Purchasing Agent of record for the actual date the Cone of Silence has concluded.

**RECOMMENDATION/TABULATION**

VENDOR NAME


ITEM AWARDED

BASS UNITED FIRE & SECURITY SYSTEMS, INC.

GROUP 1A, B THROUGH GROUP 6

RECOMMEND AWARD BE MADE TO THE ABOVE LOW BIDDER MEETING SPECIFICATIONS, TERMS AND CONDITIONS.

CONTRACT PERIOD: FEBRUARY 10, 2016 THROUGH FEBRUARY 9, 2019

By:  For Jan Superville Date: 1/28/16  
(Purchasing Agent)

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



BID 16-020R INSPECTION AND REPAIR OF FIRE SPRINKLER SYSTEMS OPEN DATE 9/21/15

Item	Description	Quantity	Unit	Term (years)	BASS UNITED FIRE		SIMPLEX GRINNELL	
					Average Cost	Term Cost	Average Cost	Term Cost
1A	Quarterly (3 times per year)	224	Each	3	\$ 600.00	\$ 403,200.00	\$ 750.00	\$ 504,000.00
1B	Annually (1 time/year)	224	Each	3	\$ 400.00	\$ 268,800.00	\$ 250.00	\$ 168,000.00
<b>TOTAL GROUP 1</b>						\$ 672,000.00		\$ 672,000.00
2	Five -Year Internal Inspection-Fire Sprinkler	260	Per Riser		\$300.00	\$ 78,000.00	\$700.00	\$ 182,000.00
<b>TOTAL GROUP 2</b>						\$ 78,000.00		\$182,000.00
3	Annual Inspection	12	Yearly	3	\$395.00	\$ 14,220.00	\$550.00	\$ 19,800.00
<b>Total Group 3</b>						\$ 14,220.00		\$ 19,800.00
					<b>Cost Per Hour</b>			
4	Hourly Rate for Fire Sprinkler Services or Repairs	3500	Hours		\$ 65.00	\$ 227,500.00	\$ 80.00	\$ 280,000.00
		100	Hours Additional Labor		\$ 85.00	\$ 8,500.00	\$ 120.00	\$ 12,000.00
		100	Hours Emergency Response		\$ 97.50	\$ 9,750.00	\$ 120.00	\$ 12,000.00
<b>TOTAL GROUP 4</b>						\$ 245,750.00		\$ 304,000.00
5	Back Flow Inspection/Annual Inspection Cost	260	Device	3	\$175.00	\$ 136,500.00	\$175.00	\$ 136,500.00
<b>TOTAL GROUP 5</b>						\$ 136,500.00		\$ 136,500.00
<b>TOTAL FOR GROUP 1 THROUGH 5</b>						\$ 1,146,470.00		\$ 1,314,300.00
6	Parts Cost/ Discount from List							
<b>TOTAL GROUP 6</b>							10%	25%
<b>REMARKS:</b>								
BID DRAFT WAS APPROVED BY: BILL TADDEO AND FRANKLIN PALMER								
BIDS RECEIVED WERE EVALUATED BY: BILL TADDEO, JAN SUPERVILLE, AND FRANKLIN PALMER								
RECOMMEND THE AWARD BE MADE TO THE ABOVE LOW BIDDER(S) MEETING SPECIFICATIONS TERMS AND CONDITIONS.								



# PROCUREMENT & WAREHOUSING SERVICES

## FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		Preparation Date:	October 10, 2018
Previous Bid # (Ex: 10-004R):	16-020R	Buyer/PA:	AL SHELTON
New Bid Award Total:	\$2,101,000	Bid Title:	INSPECTION AND REPAIR OF FIRE SPRINKLER SYSTEMS
Previous Award Total:	\$1,900,000		
Bid Type:	RENEWAL OF BID		
Previous Bid Term (Start Date):	2/10/2016	New Bid Term (In Months):	12
Previous Bid Term (End Date):	2/9/2019	# of Months Into Bid:	32

SPEND REPORTING	
Purchase Order(s) Spend:	\$1,400,594
P Card Purchases:	\$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	\$1,400,594
Average Monthly Expenditure:	\$43,769
Unused Authorized Spending:	\$499,406
Est. Forecasted Spend (For Entire Bid Term):	\$525,223

VENDOR INFORMATION		
Awarded Vendors:	M/WBE Status (if applicable):	Spend:
101666-BASS UNITED FIRE AND		\$ 1,400,594
PO VENDOR SPEND:		\$ 1,400,594
P-CARD SPEND:		\$ -
TOTAL SPEND:		\$ 1,400,594

**NOTES (Type Below):**

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	Various	Name (First & Last)	Pamela Norwood
Fund	1000	Title	Finance Manager
Functional Area	8104721500000000	Department/School Name	PPO
Commitment Item		Sign-off provided by	Jeffrey Whitney

\*To ensure accuracy, please type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	Prepared on:	10/21/2018
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All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.