

EXECUTIVE SUMMARY

Recommendation to Approve Additional Spending Authority 18-122R – Hydraulic Personnel Lift and Ancillary Equipment Inspection and Repair Services

Introduction

Responsible: Procurement & Warehousing (PWS)

This request is to approve additional spending authority for Invitation to Bid (ITB) 18-122R – Hydraulic Personnel Lift and Ancillary Equipment Inspection and Repair Services. ITB 18-022R was approved at the School Board Operational Meeting on December 5, 2017, as part of the Agenda Item EE-9 for a term of one (1) year from January 19, 2018 through January 18, 2019, with an authorized spending authority of \$100,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

PPO utilizes this Bid to provide inspection and repair services of Hydraulic Personnel Lifts and Ancillary Equipment at approximately ninety (90) schools, departments, and centers in the District. The annual inspection of the lifts and super straddles (whenever possible) will be performed concurrently. There are approximately one hundred and ten (110) lifts, forty (40) super straddles, and eight (8) scissor lifts. Services will be requested on an as-needed basis through the use of a location-specific Notice to Proceed. Custodial and PPO Maintenance staff use these lifts to primarily repair and replace light fixtures and air conditioning equipment in high ceilings in auditoriums and gymnasiums.

These lifts are required to be inspected and certified annually by both the Occupational Safety and Health Administration (OSHA) and the equipment manufacturers. Any deficiencies found during the inspection are noted and repaired as necessary by the vendor.

Procurement Method

Responsible: PWS

This solicitation was advertised from October 5, 2017 through November 6, 2017. There were one hundred and sixty-four (164) vendors notified, which included twenty-six (26) Minority/Women Business Enterprises. Eight (8) vendors downloaded the ITB, and one (1) bid was received before the bid opening deadline.

Financial Impact

Responsible: PWS and PPO

This request is for an additional spending authority of \$20,000 to cover the needs of the District until contract expiration on January 18, 2019. The spending authority approved for this Bid is \$100,000, however as illustrated on the Financial Analysis Worksheet attached, eighty (80) percent of that amount has been depleted. Funding will come from PPO's Operating Budget. Expenditures for this contract will not exceed the bid award amount.

Below is the detail of the new spending authority request.

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Historical average monthly expenditure		\$	8,889
Approved spend authority		\$	100,000
Current spend up to date	-	\$	80,000
Spend authority left	=	\$	20,000
Four (4) months still pending in the contract	-	\$	35,556
Additional spending authority requested	-	\$	15,556
*Total spending authority requested (rounded up)	=	\$	20,000

Upon approval of this item, the new spending authority will be \$120,000. Approval of this recommendation does not mean the authorized amount will be spent.