

## EXECUTIVE SUMMARY

### Recommendation for Additional Spending Authority 15-014B – SOMAT Waste Disposal System Maintenance and OEM Repair Parts

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#### Introduction

##### Responsible: Procurement & Warehousing Services (PWS)

This request is to approve additional spending authority for Invitation to Bid (ITB) 15-014B - SOMAT Waste Disposal System Maintenance and OEM Repair Parts. ITB 15-014B was approved by the School Board on May 20, 2014, as part of Agenda Item EE-8 for a term of three (3) years from July 1, 2014 through June 30, 2017, with an authorized spending authority of \$1,500,000. The first renewal was approved at the Regular School Board Meeting of April 18, 2017. The second renewal was approved at the Regular School Board Meeting of April 24, 2018, with a request for additional spending authority of \$180,000.

#### Goods/Services Description

##### Responsible: Physical Plant Operations (PPO)

This Bid is utilized to procure maintenance services and repair parts for the SOMAT Waste Disposal machines located in schools and center cafeterias. SOMAT machines pulverize and dispose of the fiber trays that are used by students and staff to transport food. These machines must be continually maintained to keep them operating in optimal condition, and purchasing repair parts are necessary to maintain this condition.

#### Procurement Method

##### Responsible: PWS

The solicitation for this ITB ran from February 20, 2014 through March 19, 2014, where five hundred and forty-two (542) vendors were notified, and thirteen (13) vendors downloaded the ITB documentation. PWS received two (2) responses, and one (1) vendor is being recommended to award. The bid has a primary vendor who met all specifications, terms, and conditions of the ITB.

#### Financial Impact

##### Responsible: PWS and PPO

The current unused authorized spending authority of \$72,845 is estimated to last for approximately two (2) more months. The District is requesting an additional \$260,000 to cover the remaining months.

Average monthly expenditure		\$31,513
Number of months left	x	9
Forecasted spending	=	\$283,617
Unused authorized spending	-	\$72,845
Spend authority needed	=	\$210,772
Contingency for seasonal orders	+	\$50,000
Additional spend authority needed	=	\$260,000

**Recommended additional spend authority (rounded) \$260,000**

Funding for this Bid will come from PPO's operating budget. The amount requested was determined based on the Department's requirements to satisfy the needs of the District.