

EXECUTIVE SUMMARY

Recommendation for Renewal & Additional Spending Authority 16-040H – Armored Car Service

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the first renewal with an additional spending authority for Invitation to Bid (ITB) 16-040H – Armored Car Service. ITB 16-040H was approved by the School Board on October 20, 2015, for a term of three (3) years and two (2) months from October 21, 2015 through December 31, 2018, with a contract award amount of \$1,873,286. The renewal period shall be from January 1, 2019 through December 31, 2019, and the additional spending authority request is for \$125,000.

Goods/Services Description

Responsible: Office of School Performance and Accountability (OSPA)/ Food & Nutrition Services (FNS)

This ITB is used by FNS and individual school locations to facilitate the transfer of currency, coin and check transfer. The armored car service has scheduled pickups and deliveries from designated locations throughout the District. FNS schedules daily pickups and deliveries (Monday through Friday) for all school site cafeterias. Schools internal accounts pickup and deliveries occur on an as-needed basis.

Procurement Method

Responsible: PWS

PWS advertised ITB 16-040H on July 17, 2014. Bids were received August 7, 2015, and posted on August 12, 2015. ITB 16-040H –Armored Car Services had two (2) vendors to respond, Dunbar Armored and Gloval, Inc. In determining the feasibility of renewing the current bid, PWS benchmarked the District’s cost with Miami Dade and Palm Beach School Districts. Miami-Dade is currently using Broward School’s contract to piggyback, and Palm Beach School’s pricing per pickup ranges from \$11.61 to \$11.37 whereby The School Board of Broward County, Florida, the price range is from \$8.60 to \$7.60. The current vendor agreed to renew the contract award at the same pricing.

Financial Impact

Responsible: PWS, OSPA, and FNS

The total spending authority estimated for the renewal period is \$125,000, as demonstrated in the breakdown below:

<u>Historical Average Monthly expenditures</u>		\$ 39,152
Number of months left + new renewal term	(x) multiplied	12
Estimated forecasted spend for twelve (12) months		\$ 469,824
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Current total unused authorize and available spending		\$ 463,817
Three (3) months still pending in current contract	(-) minus	\$ 117,456
Estimated total unused authorized spending at the end of current contract		\$ 346,361
Total spending authority estimated	(-) minus	\$ 469,824
<u>Total requested spending authority</u>	-	<u>\$ 123,463</u>
<u>Recommended additional spend authority (rounded)</u>		<u>\$ 125,000</u>

Upon approval of this item, the new spending authority will be \$1,998,286. Approval of this recommendation does not mean the authorized amount will be spent.