

EXECUTIVE SUMMARY

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

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 \$201,000. This item was approved for award by School Board at the February 9, 2016, School Board meeting, for three (3) years from February 10, 2016 through February 9, 2019, with an award amount of \$1,900,000. The total spend authority would increase from \$1,900,000 to \$2,101,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

Physical Plant Operations (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. Procurement & Warehousing Services (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:

| | |
|---|-----------------------------|
| <u>Estimated forecasted spend for twelve (12) months</u> | <u>\$525,228</u> |
| <u>Estimated forecasted spend for current term, four (4) months</u> | <u>\$175,076</u> |
| <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> |
| <u>Current approved spend authority</u> | <u>= \$1,900,000</u> |
| <u>Current approved spend authority + New request</u> | <u>= \$2,101,000</u> |

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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.