

EXECUTIVE SUMMARY

Recommendation for \$500,000 or Less

19-095R – Hydraulic Personnel Lift and Ancillary Equipment Inspection and Repair Services

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-095R – Hydraulic Personnel Lift and Ancillary Equipment Inspection and Repair Services to Kelly Tractor Co. and M.C & M Constructions Corp. for three (3) years beginning January 19, 2019 through January 18, 2022, 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 and, if needed, ninety (90) days beyond the expiration date of the final renewal period. This ITB replaces the existing ITB 18-122R – Hydraulic Personnel Lift and Equipment Inspection and Repair Services and will be used by the Physical Plant Operations (PPO) Department and individual school locations. This Bid allows PPO to provide inspection and repair services of hydraulic personnel lifts and ancillary equipment.

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. 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

The solicitation for this ITB was advertised from October 5, 2018 through October 31, 2018, where one hundred and forty-seven (147) vendors were notified, and seven (7) vendors downloaded the ITB documentation. Procurement received two (2) responses, and two (2) vendors are being recommended to award. The bid shall be awarded in its entirety to as many as three (3) lowest responsive and responsible bidders meeting specifications, term, and conditions.

Financial Impact

Responsible: PWS and PPO

The total spending authority requested is \$320,000, as demonstrated in the breakdown below

<u>Historical Average monthly Expenditure</u>	\$	8,889
<u>Number of months</u>		36
<u>Estimated forecast spend</u>	\$	320,000

Funding for this Bid will come from PPO's operating budget. The amount requested was determined based on calculating the historical spend to estimate the forecasted spend. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.