

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater 19-070R - Pumps and Electric Motors

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#### Introduction

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

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-070R - Pumps and Electric Motors for a period of three (3) years from January 1, 2019 through December 31, 2021, with a renewal option for two (2) additional one (1) year periods. ITB 19-070R was issued to replace the previous bid 16-025R - Pumps and Electric Motors. The requested spending authority for this ITB is \$680,000.

#### Goods/Services Description

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

This Bid is utilized by the Central Stockroom to supply Physical Plant Operations (PPO) with replacement motors, pumps, and associated repair parts in order to maintain and repair a wide variety of mechanical equipment throughout the District. Pumps and electric motors are used primarily for heating, ventilation, and air conditioning, refrigeration equipment, irrigation pumps, boilers, lift stations, and exhaust fans. This Bid has sixteen (16) line items for high volume use materials that are kept in stock and the remainder of the bid is used for special orders using manufacturer catalog discounts. The wide variety of equipment types and manufacturers necessitates the manufacturer catalog discount section. Prompt delivery requirements are specified in this Bid to ensure equipment can be repaired quickly and returned to service.

#### Procurement Method

##### Responsible: PWS

The solicitation for this ITB ran from October 22, 2018 through November 7, 2018. There were one hundred, and seventy-four (174) vendors notified, and sixteen (16) vendors downloaded the ITB. Procurement & Warehousing Services received five (5) bids, which is recommended for award to the vendors providing the highest discount and who met all specifications, terms, and conditions of the bid.

#### Financial Impact

##### Responsible: PWS and PPO

The total spending authority requested is \$680,000, as demonstrated in the breakdown below:

Historical Average Monthly Expenditures	\$18,843
Number of months	36
Estimated forecasted spend	\$678,357
<b>Total spend authority (rounded)</b>	<b>\$680,000</b>

Funding for this ITB will come from PPO's operating budget. The amount requested was determined based on historical spend and the Department's requirement to satisfy the needs of the District. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.