

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 19-098R - Small Engine Parts & Equipment

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-098R - Small Engine Parts & Equipment 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. The requested spending authority for this ITB is \$355,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This catalog discount parts and equipment bid is utilized by the Central Stockroom to supply Physical Plant Operations (PPO) in-house small engine repair shop with the necessary repair parts and equipment in order to maintain and repair all types of internal combustion engine powered equipment throughout the District. Examples of the PPO, Grounds and School-based equipment being maintained include pressure cleaners, propane strippers, and buffers, JD Gator carts, tractors, bobcats, mowers, top dressers, handheld lawn equipment, chainsaws, generators, chemical spray rigs, paint sprayers, and billy goat vacuums. The wide variety of equipment types and manufacturers necessitates a catalog discount bid. 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 4, 2018 through October 30, 2018. There were two hundred, and twenty-three (223) vendors notified, and eight (8) vendors downloaded the ITB. Procurement & Warehousing Services received three (3) bids. The recommendation for the award was based on the lowest prices to one (1) primary and two (2) alternate responsive and responsible bidder. The vendors recommended for the award are Green Thumb Lawn & Garden, LLC, Burkhard's Tractor & Equipment, Inc., and Tesco South, Inc. d/b/a Hector Turf.

Financial Impact

Responsible: PWS and PPO

The total spending authority requested is \$355,000, as demonstrated in the breakdown below:

Historical Average Monthly Expenditures	\$ 9,858
Number of months	36
Estimated forecasted spend	\$ 354,902
Total spend authority (rounded)	\$ 355,000

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