

EXECUTIVE SUMMARY

Recommendation for Renewal 16-069C – Supply & Install Insulation Materials

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to renew the Invitation to Bid (ITB) 16-069C – Supply & Install Insulation Materials for the first of two (2) allowable one (1) year renewals. This Bid is utilized by Physical Plant Operations (PPO), as part of their Preventive and Routine Maintenance, as well as Capital Renovations programs, to provide protection for heating and cooling equipment throughout the District.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid is utilized by PPO to purchase and/or install insulation materials associated with Heating, Ventilation, and Air-Conditioning (HVAC) equipment. This material is required to protect and maintain HVAC equipment throughout the District, including pipes and pipe fittings, hot and cold surfaces, chilled water pumps, valves, jacketing, condensate tanks, boiler exhaust stacks, steam systems, etc. Condensation and moisture build-up, which are detrimental to equipment functioning, are prevented with the proper use of insulation materials.

Procurement Method

Responsible: PWS

ITB 16-069C was approved on March 15, 2016, with an initial three (3) year contract, through March 15, 2019, with an option for two (2) additional one (1) year renewal periods. The awarded vendors include Thermal Concepts Inc. (primary), and Pioneer Construction Management Services, Inc. (alternate). Thermal Concepts Inc. and PPO have agreed to renew the contract at the same terms, conditions, and prices as originally awarded. Pioneer Construction Management Services, Inc. did not respond to the renewal option. Several attempts were made via email and phone calls with no response. Staff has indicated that vendor's performance is satisfactory and recommend the extension and continuation of services with the primary vendor.

Financial Impact

Responsible: PWS and PPO

There is no financial impact to the District. This contract has unused spending authority related to the original term (per the Financial Analysis Worksheet). No additional spending authority is being requested as demonstrated in the breakdown below:

Historical Average Monthly Expenditures		\$	18,330
Number of months requested for renewal	x		12
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Estimated forecasted spend (A)		\$	219,956
Historical Average Monthly Expenditures		\$	18,330
Number of remaining months on current award	x		3
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Estimated spend for the remaining months on current award (B)		\$	54,990
Total forecasted spend (A + B)		\$	274,946
Current unused authorized spending		\$	276,120