

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 19-099R - Construction Equipment Rental

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-099R - Construction Equipment Rental for a period of three (3) years from March 11, 2019 through March 30, 2022, with a renewal option for two (2) additional one (1) year renewal periods. ITB 19-099R was issued to replace the previous bids 16-047R – Construction Equipment Rental and 17-169R – Crane Equipment Rental. The requested spending authority for this ITB is \$1,200,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

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 construction equipment (cranes, bulldozers, forklifts, backhoes, graders, aerial lifts, etc.) rental and crane services used by various PPO trades throughout the District.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from October 25, 2018 through December 4, 2018. There were three hundred, and eleven (311) vendors notified, and eight (8) vendors downloaded the ITB. Procurement & Warehousing Services received three (3) bids, which is recommended for award to the vendors providing the lowest price and who met all specifications, terms, and conditions of the bid.

Financial Impact

Responsible: PWS and PPO

The total spending authority requested is \$1,200,000, as demonstrated in the breakdown below:

<u>Historical Average Monthly Expenditures 16-047R</u>	<u>\$23,776</u>
<u>Historical Average Monthly Expenditures 17-169R</u>	<u>\$9,402</u>
<u>Historical Average Monthly Expenditures Combined</u>	<u>\$33,178</u>
<u>Number of months</u>	<u>36</u>
<u>Estimated forecasted spend</u>	<u>\$1,194,408</u>
<u>Total spend authority (rounded)</u>	<u>\$1,200,000</u>

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.