

EXECUTIVE SUMMARY

Recommendation to Approve First Renewal and Additional Spending Authority 16-184R – Automotive Oils, Lubricants, and Grease

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the First Renewal and Additional Spending Authority for Invitation to Bid (ITB) 16-184R – Automotive Oils, Lubricants, and Grease. The ITB was a post-approval award on July 21, 2016, for a period of three (3) years starting on July 27, 2016 through May 8, 2019, with a renewal option for two (2) additional one (1) year periods, with an approved spending authority of \$451,440. The contract term of this Bid will extend to May 31, 2020, with an additional spending authority of \$166,000.

Goods/Services Description

Responsible: Student Transportation & Fleet Services (STFS)

This Bid is utilized by Vehicle Maintenance for the purchase of Automotive Oils, Lubricants and Grease to service and maintenance of the District fleet of vehicles and school buses.

Procurement Method

Responsible: PWS

This ITB 16-184R - Automotive Oils, Lubricants, and Grease was a Southeast Florida Governmental Purchasing Cooperative bid. The City of Miami was the lead agency for this solicitation. The District was one (1) of the sixteen (16) agencies participated in the initial solicitation, with each submitting their individual requirements. The solicitation ensures that all of the participating agencies receive competitive and favorable pricing on the highly volatile prices for these products.

Financial Impact

Responsible: PWS and STFS

The requested additional spending authority for the one (1) year renewal will be \$166,000, as demonstrated below:

Historical Average Monthly Expenditures		\$	13,787
Number of Months	X		12
Estimated forecasted spend		\$	165,444

Total requested spending authority (rounded) **\$ 166,000**

Funding for this Bid will come from STFS operating budget. Upon the approval of this item, the total approved spending authority will be \$617,440

NOTE: The Financial Analysis Worksheet indicates an unused amount of \$7,888. This amount is anticipated to be used before the end of the term of the contract.