

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY20-012 - SOMAT Waste Disposal System Maintenance

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-012 - SOMAT Waste Disposal System Maintenance for a period of one (1) year from July 1, 2019 through June 30, 2020. ITB FY20-012 was issued to replace the previous bid 15-014B - SOMAT Waste Disposal System Maintenance and OEM Repair Parts. The requested spending authority for this ITB is \$370,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid is utilized to procure maintenance services and repair parts for the SOMAT Waste Disposal machines located in schools and center cafeterias. SOMAT machines pulverize and dispose of the fiber trays that are used by students and staff to transport food. These machines must be continually maintained to keep them operating in optimal condition and purchasing repair parts are necessary to maintain this condition.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from February 27, 2019 through March 18, 2019. There were one hundred and five (105) vendors notified, and five (5) vendors downloaded the ITB. Procurement & Warehousing Services (PWS) received one (1) bid. Due to only receiving one (1) bid, the term of the contract has been reduced to one (1) year.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid was Voluntary S/M/WBE Distributorship Development Program. No SMWBE vendor is recommended for award under this Bid.

Financial Impact

Responsible: PWS and PPO

The total spending authority requested is \$370,000, as demonstrated in the breakdown below:

Projected Average Monthly Expenditures		\$ 30,721
Number of months		12
Estimated forecasted spend + Contingency	=	\$ 368,652
Total spend authority (rounded)		\$ 370,000

PWS and PPO are projecting to spend approximately \$30,721 per month considering a five (5) percent increase in the monthly expenditures based on the bid received for this solicitation.

Funding for this ITB will come from the Food & Nutrition Service 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.