

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority 18-022R - Paints, Caulks, Sealers, Related Coatings, and Accessories

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve additional spending authority for Invitation to Bid (ITB) 18-022R - Paints, Caulks, Sealers, Related Coatings, and Accessories. ITB 18-022R was approved by the School Board on September 6, 2017, as part of Agenda Item EE-15 for a term of one (1) year from October 1, 2017 through September 30, 2018, with an authorized spending authority of \$350,000. The first renewal was approved at the School Board Operational Meeting of August 7, 2018, with an additional spending authority of \$125,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This catalog discount bid is utilized by the Materials Logistics Stockroom in order to supply the Physical Plant Operations (PPO) department with painting and sealing products from multiple manufacturers at a discounted price from the manufacturer's suggested retail price.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from July 18, 2017 through August 8, 2017, where two hundred and six (206) vendors were notified, and fifteen (15) vendors downloaded the ITB documentation. PWS received four (4) responses, and four (4) vendors were recommended to award. The bid is a recommendation to be awarded to a primary and an alternate vendor who met all specifications, terms, and conditions of the bid, per line item. Including an alternate awardee allows for continuity of services if the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

Financial Impact

Responsible: PWS and PPO

The current unused authorized spending authority of \$27,787 is estimated to last for approximately one (1) more month. The District is requesting an additional \$150,000 to cover the remaining months of the term.

Average monthly expenditure		\$29,438
Number of months left	x	6
Forecasted spending	=	\$176,628
Unused authorized spending	-	\$27,787
Spend authority needed	=	\$148,841
Additional spend authority needed	=	\$150,00

Recommended additional spend authority (rounded) \$150,000

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The reason for this request of additional spending authority before the end of the renewal term is related to the fact the calculations for the first renewal, performed in July and August 2018, missed the usual increase in usage and therefore its stock replenishment which happens just after the summer period (September/October). At that time a lower average spend per month was considered which generated a spending authority request below the district needs, to bring the contract to the end on the renewal term. This process was revisited, and bids of this nature will have a broader analysis period to capture seasonality or any special events as well (e.g., hurricanes). Please, see the graphic below for additional information regarding usage/replenishment.

Funding for this Bid will come from PPO's operating budget. The amount requested was determined based on the Department's requirements to satisfy the needs of the District.

