

## EXECUTIVE SUMMARY

### Recommendation for Renewal and Additional Spending Authority 16-122B – Foam Hand Soap with Dispensers

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#### Introduction

##### Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to renew the Invitation to Bid (ITB) 16-122B – Foam Hand Soap with Dispensers for the first of two (2) allowable one (1) year periods through May 31, 2020, and request additional spending authority of \$138,000. The term of this Bid is May 18, 2016 through May 31, 2019. This Bid is for the purchase of foam soap and its corresponding dispensers for the District's bathrooms and hand washing areas.

#### Goods/Services Description

##### Responsible: PWS and Central Warehouse

This contract is utilized District-wide for the purchase of foam soap and its corresponding dispensers for the District's bathrooms and hand washing areas. Schools and locations in need of this product will place stock transport orders to the Central Warehouse on an as-needed basis.

#### Procurement Method

##### Responsible: PWS

The solicitation for this Invitation to Bid (ITB) ran from February 26, 2016 through March 23, 2016, where forty-five (45) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received sixteen (16) responses. The bid was awarded to a primary and alternate vendor who met all specifications, terms, and conditions of the ITB. Including an alternate awardee allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

#### Financial Impact

##### Responsible: PWS

The total spending authority estimated for the renewal period is \$271,200, as demonstrated in the breakdown below:

Historical average monthly expenditure	\$22,600
<u>Number of months requested</u>	<u>12</u>
Estimated forecasted spend for twelve (12) months	\$271,200

Since this contract has unused spending authority related to the original term (per the Financial Analysis Worksheet), the requested additional spending authority for the one (1) year renewal will be \$138,000, as demonstrated below:

Current total unused authorized and available spending	\$201,216
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<u>Three (3) months still pending in current contract</u>	<u>\$67,800</u>
Estimated total unused authorized spending at the end of the current contract	\$133,416

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(-) minus

<u>Total spending authority estimated</u>	<u>\$271,200</u>
Total requested spending authority	\$137,784

<b><u>Total requested spending authority (rounded)</u></b>	<b><u>\$138,000</u></b>
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The request to increase the spending authority by \$138,000 will bring the new contract value to \$1,085,000. The financial impact amount represents an estimated contract value; however, expenditures for this contract will not exceed the contract award amount.