

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 15-066R - Maintenance, Cleaning & Inspection of Cafeteria Hood Ventilation Systems

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to exercise the second option to renew Invitation to Bid (ITB) 15-066R - Maintenance, Cleaning & Inspection of Cafeteria Hoods for one (1) additional year, through July 1, 2020, and request additional spending authority of \$150,000. This item was approved for award by School Board at the May 19, 2015, Regular School Board Meeting, for a three (3) year from July 1, 2015 through June 30, 2018, with an award amount of \$600,000. The first renewal of the bid was approved at the School Board Operational Meeting on April 10, 2018, with an additional spending authority of \$90,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This contract is utilized by the Physical Plant Operations Department (PPO) to procure the services associated with the inspection and cleaning of all cafeteria hood ventilation systems. Cleaning and inspections are planned, scheduled and performed after normal business hours when kitchens are not in operation. These essential services are necessary to provide protection from fire and explosion hazards in accordance with the National Fire Protection Association (NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations).

Procurement Method

Responsible: PWS

The solicitation for this Invitation to Bid (ITB) ran from September 30, 2014 through October 29, 2014, where two hundred and eighty-five (285) vendors were notified, and fifteen (15) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received two (2) responses. The bid was awarded to a primary vendor who met all specifications, terms, and conditions of the ITB.

Supplier evaluations were completed by the staff of PPO and Food & Nutrition Services (FNS) that have used the services provided in this ITB. During the four (4) years of the ITB, performance from the vendor has been excellent.

Financial Impact

Responsible: PWS and PPO

Funding for this ITB is coming from the FNS operating budget. The total spending authority estimated for the renewal period is \$169,860 as calculated below:

<u>Historical average monthly expenditure</u>	<u>\$14,155</u>
<u>Number of months requested</u>	<u>12</u>
<u>Estimated forecasted spend for twelve (12) months</u>	<u>\$169,860</u>

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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 \$150,000, as demonstrated below:

Estimated forecasted spend for twelve (12) months		\$169,860
Estimated forecasted spend for current term, three (3) months	+	\$ 42,465
Current total unused authorized and available spending	-	\$ 67,162
<u>Total requested spending authority</u>	=	<u>\$145,163</u>
<u>Total requested spending authority (rounded)</u>	=	<u>\$150,000</u>

PWS is responsible for the control of the District contracts' spending authority. This action is performed through the unique Bid Id issued per solicitation, which only has a new number assigned when a new solicitation is awarded. In a renewal, the original Bid Id assigned to the contract does not change, therefore spending authority analysis is performed in its totality.

The amount requested was determined based on PPO's requirements to satisfy the needs of the District, and a comparison of expenditures from the previous bid term. The financial impact amount represents an estimated contract value; however, expenditures for this contract will not exceed the contract award amount.