

## EXECUTIVE SUMMARY

### Recommendation for Additional Spending Authority 17-163B – Cafeteria Cleaning Chemicals

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#### **Introduction**

##### **Responsible: Procurement and Warehousing Services (PWS)**

This request is to approve the recommendation for additional spending authority for Invitation to Bid (ITB) 17-163B - Cafeteria Cleaning Chemicals. This ITB was approved at the School Board regular meeting on June 13, 2017, with a contract term of three (3) years from June 14, 2017 through June 30, 2020, with a renewal option for two (2) additional one (1) year periods. This ITB is used by the Food & Nutrition Services Department (FNS) to procure cleaning products that are necessary to keep the District's cafeterias safe and clean.

#### **Goods/Services Description**

##### **Responsible: Food & Nutrition Services (FNS)**

This Bid allows FNS to purchase products such as detergents, degreasers, oven cleaners, scouring powders, and disinfectant cleaners to maintain kitchens' hygiene and safety. Kitchen cleaning products help to prevent food cross-contamination, foodborne illness, and workplace accidents. The sanitizing solution on this ITB is required by the Health Department for use in pot and pan cleaning. These essential items are pre-approved by Risk Management and are delivered to the District's Central Warehouse. FNS Services Managers place orders for these cleaning products on an as-needed basis.

#### **Procurement Method**

##### **Responsible: PWS**

This ITB was competitively solicited in accordance with School Board Purchasing Policy 3320, Part II, Rule D, and Florida Administrative Code 6A-1.012(7).

The solicitation for this ITB was advertised to the public through Demandstar from March 9, 2017 through April 5, 2017, where seven hundred forty-five (745) vendors were notified, and forty-one (41) vendors downloaded the ITB documentation. Procurement received nine (9) responses, and the ITB was awarded to the lowest responsive and responsible bidders who met the bid's terms and conditions. Two (2) MWBE-certified companies were awarded on this contract: Glocecol, LLC, and Sandra L. Campbell.

#### **Financial Impact**

##### **Responsible: PWS and FNS**

FNS is requesting the School Board's approval for an additional allocation in the amount of \$163,000. This increase will take the existing spending authority from \$550,000 to \$713,000. The requested amount is based on the material requirements to satisfy the needs of the District utilizing historical and forecasted expenditures reflected in the Financial Analysis Worksheet and also up-to-date pricing. This recommendation will provide sufficient funding to continue purchases through the remaining thirteen (13) months of the bid.

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The additional spend request includes a projection for purchases of delimer for steamers. Delimer is an important component that helps to reduce equipment maintenance costs and will be part of the cleaning/maintenance cycle for which cafeteria staff will be trained on. This product has not been purchased yet, and therefore, not yet reflected in the bid’s historical usage; however, FNS anticipates purchasing three hundred (300) cases of the product at \$34.38 per case.

Average Monthly Spend:	\$19,519
(Times) Months remaining:	x 13
Additional Spend Required:	\$253,747
(Minus) Unused Spend Authority:	- \$101,074
Additional Spend Request:	\$152,673
(Plus) Projected Delimer Purchases	\$10,314
Total Additional Spend Request (Rounded)	\$163,000

The ITB’s current spending authority was determined based on historical usage and average monthly expenditures over the five (5) year term of the preceding ITB 13-002N – Cleaning Chemicals for Cafeterias.

The need for this request for additional spend is due to an increase in needs for products. Since this Bid was approved in 2017, enrollment in the District’s Supper Program has increased, thus generating additional needs to clean and maintain the District’s kitchens. The additional funding source will come from the FNS’ operating budget. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

Procurement & Warehousing Services, in collaboration with FNS, will begin the process of rebidding these products so that a new contract is in place before June 30, 2020.