

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 19-072R - Theater Dimming Racks and Related Stage Lighting Equipment

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to exercise the first option to renew Invitation to Bid (ITB) 19-072R - Theater Dimming Racks and Related Stage Lighting Equipment for one (1) additional year, October 1, 2019 through September 30, 2020, and request additional spending authority of \$205,000.

This item was approved for an award at the School Board Operational meeting of September 18, 2018, as a one (1) year term from October 1, 2018 through September 30, 2019, and with two (1) year renewal options, with an approved spending authority of \$919,884.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This ITB provides installation and replacement of aging theater dimmer racks and stage lighting equipment. It also includes all sorts of theater equipment such as microphones and audio consoles from leading brands such as ETC, Leviton, Lex Products, Lightronics, and Strand Lighting from Phillips. Moreover, PPO uses this Bid for routine repairs such as a control upgrade on the ETC Dimmer Rack due to equipment age, or maintenance on the dimmer modules.

Procurement Method

Responsible: PWS

Procurement & Warehousing Services (PWS) released ITB 19-072R on July 18, 2018. PWS received two (2) bid responses for this ITB on August 8, 2018, which is recommended for award to the vendors providing the highest discount and who met all specifications, terms, and conditions of the bid. The bid was awarded to a pool of two (2) vendors who met all specifications, terms, and conditions of the ITB. Having a pool of multiple awardees allows for continuity of services if one (1) of the awarded vendors cannot comply with delivery requirements, specifications, or in emergency cases.

Financial Impact

Responsible: PWS and PPO

The total spending authority estimated for the renewal period is \$205,000 based on the following:

Anticipated Spend for SMART Program Items (Applied Learning) (A)	+	\$400,000
Routine repairs and update up to two (2) major systems (PPO) (B)	+	\$250,000
Forecasted spending authority (A+B)	=	\$650,000
Unused Spending Authority	-	\$446,657
Estimated spending authority	=	\$203,343
Estimated spending authority (rounded)	=	\$205,000

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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 financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.