

EXECUTIVE SUMMARY

Recommendation to Approve Extension and Additional Spending Authority 13-038T - Fire Alarm Equipment, Parts and Components

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to extend for ninety (90) days and additional spending authority for the Invitation to Bid (ITB) 13-038T - Fire Alarm Equipment, Parts and Components. This item was administratively approved by the Superintendent through a Post Board Memo* on December 4, 2012, with an initial five (5) year contract from December 4, 2012 through September 30, 2017, with an amount of \$850,000, and included the option to extend for two (2) additional one (1) year periods. The first renewal and additional spend authority of \$150,000 was approved at the September 6, 2017, School Board Operational Meeting, which increased the spending authority to \$1,000,000. The second and final renewal was approved at the August 7, 2018, School Board Operational Meeting.

This request is to allow an extension for ninety (90) days as provided in General Condition 31, Extension, "In addition to any extension options contained herein, The School Board of Broward County, Florida (SBBC), is granted the right to extend any award resulting from this Bid for the period of time necessary for SBBC to release, award and implement a replacement bid for the goods, products, and or services provided through this Bid. Such extension shall be upon the same prices, terms, and conditions as existing at the time of SBBC's exercise of this extension right. The period of any extension under this provision shall not be for a period in excess of six (6) months from (a) the termination date of a contract entered into as a result of this Bid or (b) the termination date under any applicable period of extension under a contract entered into as a result of this Bid."

The additional spending authority requested is \$37,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid is used by the Central Stockroom to supply in-stock and special-order fire alarm equipment, parts, and components for Physical Plant Operations (PPO) as part of their Preventive/Routine Maintenance program. The repair parts and replacement equipment provided includes, but is not limited to, Original Equipment Manufacturer-specific pull stations, smoke and heat detectors, horns/strobes, relay switches, and other components. These items are essential in keeping all fire alarm systems in the District safe and operational.

Procurement Method

Responsible: PWS

ITB 13-038T - Fire Alarm Equipment, Parts and Components is being extended for a ninety (90) day period. PWS and PPO are working on updating the specifications on a new bid. This is due to the following:

- Possible risks of vendors defaulting on price due to increasing by manufacturers as per recent tariffs imposed on China as well as Steel and Aluminum imports.
- Items must be updated as some inventory items have been phased out or are obsolete.

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The first renewal of the bid was approved at the School Board Operational Meeting on August 8, 2017, with an additional spending authority of \$150,000. The second renewal of the bid was approved at the School Board Operational Meeting on August 7, 2018.

All Vendors have agreed to extend the contract at the same terms, conditions, and prices as originally recommended.

An additional ninety (90) days will prevent the disruption of these products while waiting for the new procurement process to be completed. Procurement & Warehousing Services (PWS) has released a solicitation to replace this Bid and plans on bringing to the School Board by the end of the year.

**Financial Impact
Responsible: PWS and PPO**

The total spending authority estimated for the renewal period is \$37,000 as calculated below:

<u>Historical average monthly expenditure</u>	<u>\$12,192</u>
<u>Number of months requested</u>	<u>3</u>
<u>Estimated forecasted spend for three (3) months</u>	<u>\$36,576</u>
<u>Total requested spending authority (rounded)</u>	<u>= \$37,000</u>

The additional spending authority requested is for the ninety (90) day extension period only. The unused spending authority would cover the remaining months of the current contract term, since purchases made under this Bid fluctuates higher during the first half of the fiscal year.

Procurement & Warehousing Services 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.

* Post Board Memo: In accordance with Purchasing Policy 3320, Part II, Rules (P), (S), "the Superintendent is authorized to purchase commodities or contractual services where the total amount does not exceed \$500,000 and does not exceed the applicable appropriation in the District budget" and "if the requested spending authorization for purchases from contracts or exemptions described herein is less than \$500,000, then the Superintendent is authorized to make purchases from the contract without prior School Board approval.