

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 16-109T - Stage Rigging and Smoke Hatch Inspection/Repair and Stage Curtain Cleaning/ Fire Retardant Treatment

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation for the first renewal and additional spending authority for the Invitation to Bid (ITB) 16-109T - Stage Rigging and Smoke Hatch Inspection/Repair and Stage Curtain Cleaning/ Fire Retardant Treatment for the first of two (2) allowable one (1) year renewals. This item was administratively approved by the Superintendent through a Post Board Memo* on September 2, 2016, with an initial three (3) year contract from September 8, 2016 through September 30, 2019, with an amount of \$450,000.

The additional spending authority requested is \$205,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid will be utilized by Physical Plant Operations (PPO) throughout the District to perform stage rigging and smoke hatch inspections at various school auditoriums, cafeteria stages, theatres, and television studios, as recommended by Occupational Safety and Health Administration (OSHA) section 1926.1501(a)(6) and the American National Standards Institute (ANSI) section E1.4. Each comprehensive stage rigging inspection will be followed by any necessary repairs and stage curtain cleaning/fireproofing as needed.

Procurement Method

Responsible: PWS

ITB 16-109T was approved on September 2, 2016, with an initial three (3) year contract, through September 30, 2019, with an option for two (2) additional one (1) year renewal periods. The recommended vendors include TomKat Rigging, LLC, and International Fire Shield, Inc. All Vendors have agreed to renew the contract at the same terms, conditions, and prices as originally recommended. Staff has indicated that the vendor's performance is satisfactory and recommend the extension and continuation of services with the vendors.

It is in the best interest of the district to renew this Bid for one additional year due to the following reasons:

- One (1) vendor indicated that, if the contract is not renewed, prices would increase nine-point five (9.5) percent.
- Other counties, such as Sarasota County Schools, piggyback the bid.
- Prices in this contract are similar, or more favorable than other Districts' contracts.

With prices possibly increasing nine-point five (9.5) percent, by renewing this contract, the District will have savings in costs avoidance of approximately \$13,500.

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Financial Impact
Responsible: PWS and PPO

The total spending authority estimated for the renewal period is \$205,000 as calculated below:

Historical average monthly expenditure	\$13,637
Number of months requested + remaining months in contract	15
Estimated forecasted spend for fifteen (15) months	\$204,555
Total requested additional spending authority (rounded)	= \$205,000

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, the amount authorized will not exceed the contract award amount.

* Post Board Memo: In accordance with 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.