

## EXECUTIVE SUMMARY

### Recommendation for Renewal and Additional Spending Authority 18-022R - Paints, Caulks, Sealers, Related Coatings, and Accessories

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#### Introduction

##### Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to exercise the second and last option to renew Invitation to Bid (ITB) 18-022R - Paints, Caulks, Sealers, Related Coatings, and Accessories for one (1) additional year, October 1, 2017 through September 30, 2020, and request additional spending authority of \$300,000.

This item was approved for an award at the School Board Operational meeting of September 6, 2017, as a one (1) year term from October 1, 2017 through September 30, 2018, and with two (1) year renewal options, with an approved spending authority of \$350,000. The first renewal and additional spend authority of \$125,000 was approved at August 7, 2018, School Board Operational Meeting, which increased the spending authority to \$475,000. A request for additional spending authority of \$150,000 was approved at May 7, 2019, School Board Operational Meeting which increased the spending authority to the current total of \$625,000.

#### Goods/Services Description

##### Responsible: Physical Plant Operations (PPO)

This catalog discount bid is utilized by the Materials Logistics Stockroom in order to supply the Physical Plant Operations (PPO) department with painting and sealing products from multiple manufacturers at a discounted price from the manufacturer's suggested retail price.

#### Procurement Method

##### Responsible: PWS

The solicitation for this ITB ran from July 18, 2017 through August 8, 2017, where two hundred and six (206) vendors were notified, and fifteen (15) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received four (4) responses, and four (4) vendors were recommended to award. The bid is a recommendation to be awarded to a primary and an alternate vendor who met all specifications, terms, and conditions of the bid, per line item. Including an alternate awardee allows for continuity of services if the primary vendor 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 \$300,000 as calculated below:

Historical average monthly expenditure		\$24,629
Number of months requested	*	12
Estimated forecasted spend for twelve (12) months		\$295,548

**Recommended additional spending authority (rounded) \$300,000**

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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 amount requested was determined based on historical purchases districtwide 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.