

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY20-074 – Locksmith Services and Window Hardware & Shutter Services

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-074 – Locksmith Services and Window Hardware & Shutter Services to Miami Downtown Locksmith, Inc., and JMY Investments, LLC d/b/a The Flying Locksmiths – Miami South for eleven (11) months beginning September 4, 2019 through July 31, 2020 with a renewal option for two (2) additional one (1) year periods. This ITB will be used by Physical Plant Operations (PPO) to supplement the PPO in-house workforce for extensive locksmith projects.

The spending authority requested is \$300,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

The Hardware Division at PPO is responsible for replacing worn or defective hardware and adjusting door hinges, locks and closers to insure proper and safe operation. They also repair or replace panic hardware to ensure safe egress in order to maintain compliance with Life Safety Codes.

PPO will utilize the Locksmith Services section of this Bid to supplement the PPO in-house workforce when needed. When there is a demand to complete larger locksmith/hardware projects or when the backlog of work orders needs to be reduced, vendors can be brought in to assist.

No bids were received for the Window Hardware and Shutter Services section of this Bid to repair commercial grade “specialty type of window hardware and shutters” - such as aluminum jalousie windows with solar control louvers and emergency escape windows at school district sites. Window Hardware and Shutter Services are mostly performed by PPO staff; however, some specialty type repairs are performed by vendors.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from April 18, 2019 through June 25, 2019, where two hundred and sixty-eight (268) vendors were notified, and eight (8) vendors downloaded the ITB documentation. Procurement & Warehousing Services received two (2) responses, and two (2) vendors are being recommended for the award. The bid has a primary and one (1) alternate vendor who met all specifications, terms, and conditions of the ITB. Including alternates, awardees allow for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

There were no bids received for Group 2 – Window Hardware and Shutter Services. Due to the low volume of work related to this group, PPO will continue with the current procedure of purchasing this type of service per Purchasing Policy 3320 and only as needed. PPO will continue to perform the necessary repairs to windows and shutters. PPO and PWS will evaluate the quantity of these repairs to determine if a separate, stand-alone bid is justified.

This is the first time that the District has a bid for Locksmith Services, therefore it is in the best interest of the District to have an initial short term of eleven (11) months as a proof of concept. This Bid has an option for two (2) additional one (1) year renewal periods.

Recommendation of \$500,000 or Less
FY20-074 – Locksmith Services and window Hardware & Shutter Services
September 4, 2019 Board Agenda
Page 2

SBBC has not set an S/M/WBE participation goal for this solicitation, but S/M/WBE participation is strongly encouraged. No points will be awarded for S/M/WBE participation. There was no bid submitted by an S/M/WBE vendor.

Financial Impact
Responsible: PWS and PPO

The total spending authority requested is \$300,000.

Projected spending authority requested	\$	295,806
<u>Spending Authority Requested (Rounded)</u>	\$	<u>300,000</u>

Projected spending authority is based on the work order backlog of locksmith/hardware replacement projects expected to be completed by PPO during the bid term.

Funding for this Bid will come from PPO's operating budget. The amount requested was determined based on the Department's requirements to satisfy the needs of the District. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.