

## EXECUTIVE SUMMARY

### Recommendation to Approve Extension and Additional Spending Authority 16-046R - High Capacity Air Conditioning Filters

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#### **Introduction**

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

This request is to approve the recommendation to extend the Invitation to Bid (ITB) 16-046R - High Capacity Air Conditioning Filters for ninety (90) days. ITB 16-046R was approved by the School Board on March 15, 2016, as part of Agenda Item EE-6 for a term of two (2) years and six (6) months from March 16, 2016 through October 3, 2018, with an authorized spending authority of \$1,102,000. The first renewal was approved at the School Board Operational Meeting of September 15, 2018, with an additional spend authority of \$80,000. An additional spending authority of \$117,000 was approved at the School Board Operational Meeting of June 11, 2019, bringing the total Award Amount to \$1,299,000.

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 for the ninety (90) days extension period is \$90,000.

#### **Goods/Services Description**

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

Physical Plant Operations (PPO) utilizes this Bid to purchase High Capacity Air Conditioning Filters for schools and sites throughout the district. PPO and school custodial staff regularly replace air conditioner filters throughout the District. Filters are replaced monthly to semi-annually, depending on the size and thickness of the filter, and equipment manufacturer recommendations. Timely filter replacements are essential to avoid endangering public health, improving indoor air quality, maximizing the life expectancy of equipment, reducing repair costs and downtime of equipment.

#### **Procurement Method**

##### **Responsible: PWS**

ITB 16-046R was to be replaced by ITB FY20-103, released on July 8, 2019; however, in the best interests of the District, it is being recommended that all bids submitted for FY20-103 be rejected. Item E-1 – FY20-103 - High Capacity Air Conditioning Filters is also presented at this meeting for the rejection of all bids. 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.

PWS intended to extend for one hundred and eighty (180) days, however, the vendor only agreed to extend for ninety (90) days, also adding a three (3) percent increase, for the requested extension period, mainly due to cost increase on raw materials since this ITB was awarded in March 2016.

**Recommendation to Approve Extension and Additional Spending Authority  
16-046R - High Capacity Air Conditioning Filters  
September 4, 2019 Board Agenda  
Page 2**

**Financial Impact  
Responsible: PWS and PPO**

The total spending authority estimated for the renewal period is \$90,000 as calculated below:

Historical average monthly expenditure		\$29,492
Number of months requested + remaining months in contract	*	6
Estimated forecasted spend for six (6) months	=	\$176,952
Unused authorized spending	-	\$89,808
<u>Additional spending authority needed</u>	=	<u>\$87,144</u>
<b><u>Total requested additional spending authority (rounded)</u></b>	=	<b><u>\$90,000</u></b>

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.