

## EXECUTIVE SUMMARY

### Recommendation for Additional Spending Authority 19-002V - Employee Uniforms and School Apparel (Catalog)

---

#### Introduction

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

This request is to approve the recommendation for additional spending authority for Invitation to Bid (ITB) 19-002V – Employee Uniforms and School Apparel (Catalog). This ITB was approved at the School Board regular meeting on February 21, 2018, with a contract term of three (3) years from May 1, 2018 through April 30, 2021, with a renewal option for two (2) additional one (1) year periods. The Safety, Security and Emergency Preparedness Division (SS&EP) purchased apparel for security personnel to provide a uniform look across the District. The additional spending authority requested is \$200,000.

#### Goods/Services Description

**Responsible: Safety, Security and Emergency Preparedness (SS&EP)**

This ITB is used districtwide and it allows the departments and schools to purchase employee uniforms, consisting of pants, T-shirts, polo shirts, and uniform type apparel with embroidery and/or logo for customized purchases, school apparel for cafeteria workers from Food & Nutrition Services (FNS), Campus Monitors, Security Specialists and others from the Safety, Security and Emergency Preparedness Division.

#### Procurement Method

**Responsible: PWS**

This ITB was competitively solicited in accordance with Purchasing Policy 3320, Part II, Rule D, and Florida Administrative Code 6A-1.012(7). The School Board of Broward County, Florida (SBBC), released ITB 19-002V on November 7, 2017, and was opened on December 06, 2017. Procurement & Warehousing Services (PWS) received seven (7) bids, of which two (2) are certified Small/Minority/Women Business Enterprise vendors.

#### Financial Impact

**Responsible: PWS and SS&EP**

The reason for requesting additional spending authority is due to the hiring of additional security personnel and the shift to a uniform look across the District, which was not considered when calculating the original spending of this ITB. This request is solely considering the purchase order amounts placed to fulfill the Safety, Security and Emergency Preparedness Division's needs, assuring the District will have enough spending authority left to perform its regular purchases until contract expiration.

The additional spending authority requested is \$200,000, bringing the total additional spending authority for this ITB to \$675,000.

<u>SS&amp;EP Purchase Order #7520002404</u>	<u>\$182,991</u>
<u>Additional projected uniform purchase for security personnel</u>	<u>\$ 17,000</u>
<u>Total</u>	<u>\$199,991</u>
<b><u>Additional spending authority (rounded)</u></b>	<b><u>\$200,000</u></b>

Funding for this Bid will come from the SS&EP division operating budget. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.