

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 16-061C - Maintenance and Repair of Elevators & Wheel Chair Lifts

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to exercise the first option to renew Invitation to Bid (ITB) 16-061C - Maintenance and Repair of Elevators & Wheel Chair Lifts for one (1) additional year, August 1, 2016 through July 31, 2020, and request additional spending authority of \$420,000. This item was approved for an award at July 26, 2016, Regular School Board Operational Meeting, for three (3) years from July 31, 2016 through July 31, 2019, with an award amount of \$2,000,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid provides maintenance and repair services for elevators and wheelchair lifts throughout the District and complies with Florida Statute, Section 399.061, which states that all elevators must be inspected annually by a certified elevator inspector. Services included in this Bid are essential to maintaining safe and secure elevators and wheelchair lifts throughout the District. These services also increase the life expectancy of equipment, reduce repair costs and downtime, and ensure accessibility to all areas of schools.

Maintenance and Repair of Elevators and Wheelchair Lifts are utilized by Physical Plant Operations (PPO), as part of their preventive/routine maintenance program, to provide maintenance and repair services for elevators and wheelchair lifts throughout the District. These services are not provided in-house and are essential to maintaining safe and secure elevators and wheelchair lifts.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from April 7, 2016 through April 29, 2016. There were four (4) bidders that met all specifications, terms, and conditions of the bid. The bid was awarded to a primary vendor who met all specifications, terms, and conditions of the ITB, and two (2) alternates. Since the start of the contract term, both alternates are no longer pre-qualified and are not considered for renewal.

Supplier evaluations were completed by the staff of PPO that have used the services provided in this ITB. During the three (3) years of the ITB, performance from the vendor has been satisfactory.

Procurement & Warehousing Services (PWS) and PPO are working together to develop a new solicitation for 2020.

Financial Impact

Responsible: PWS and PPO

The total spending authority estimated for the renewal period is \$586,244 as calculated below:

<u>Historical average monthly expenditure</u>	<u>\$48,854</u>
<u>Number of months requested</u>	<u>12</u>
<u>Estimated forecasted spend for twelve (12) months</u>	<u>\$586,244</u>

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Since this contract has unused spending authority related to the original term (per the Financial Analysis Worksheet), the requested additional spending authority for the one (1) year renewal will be \$420,000, as demonstrated below:

Estimated forecasted spend for twelve (12) months		\$586,244
Estimated forecasted spend for current term, three (3) months	+	\$146,561
Current total unused authorized and available spending	-	\$436,682
<u>Total requested spending authority based on historical spend</u>	=	<u>\$296,123</u>
Refurbish two (2) elevators (replace hoistways, motors, controllers)	+	\$120,000
<u>Total requested spending authority (rounded)</u>	=	<u>\$420,000</u>

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 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, expenditures for this contract will not exceed the contract award amount.