

## EXECUTIVE SUMMARY

### Recommendation for Renewal and Additional Spending Authority 17-118R – Supply and Installation of Sod

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#### Introduction

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

This request is to approve the first renewal through December 31, 2020, and additional spending authority for Invitation to Bid (ITB) 17-118R – Supply and Installation of Sod. The term of this Bid is January 19, 2017 through December 31, 2019, and may, by mutual agreement between The School Board of Broward County, Florida (SBBC), and the Awardee, be renewed for two (2) additional one (1) year periods. This Bid is being used by Physical Plant Operations Department (PPO) to satisfy the needs of the District. The scope of this Bid is to supply and install sod for athletic fields, playgrounds, and common grounds areas.

The additional spending authority requested is \$268,000.

#### Goods/Services Description

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

The purpose of this ITB is for PPO to have a comprehensive source and firm unit pricing to supply and install sod for athletic fields, playgrounds, and common grounds areas throughout the District. Specific sod types specified and included in this Bid are St. Augustine Floratam and Palmetto, Argentine Bahia, Bermuda, and Paspalum. The Bermuda Sod used for the athletic fields has strict requirements and must be certified by the “Southern Seed Certification Association.”

#### Procurement Method

##### Responsible: PWS

The solicitation was advertised from October 27, 2016, through December 2, 2016. The bid was awarded to a primary and an alternate vendor who met all specifications, terms, and conditions of the bid. Including an alternate awardee allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases. Staff has indicated that the vendors’ performance is satisfactory and recommend the extension and continuation of services with the current vendors.

#### Financial Impact

##### Responsible: PWS and PPO

The total requested additional spending authority for the renewal period is \$268,000, as demonstrated in the breakdown below:

Historical Average Monthly Expenditures	\$	21,206
<u>Number of months remaining on the current contract</u>		<u>4</u>
Estimated expenditure for four months remaining in current contract (A)	\$	84,824
Plus (+)		
Historical Average Monthly Expenditures	\$	21,206
<u>Number of months for renewal period</u>		<u>12</u>
Projected expenditures for renewal (1/1/2020 through 12/31/2020) (B)	\$	254,472
Total projected expenditures (A + B)	\$	339,296
Minus (-)		
<u>Current Unused authorized spending</u>	\$	<u>71,417</u>
Total estimated additional spending authority	\$	267,879
<b><u>Total requested additional spending authority (rounded)</u></b>	<b>\$</b>	<b><u>268,000</u></b>

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Procurement & Warehousing Services is responsible for the management 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.

**Financial Impact Table:**

Action	Date	Term (years)	Amount
Original Spending Authority Request	1/19/2017	3	\$ 750,000
1st Renewal + Additional Spending Authority (rounded)	10/2/2019	1	\$ 268,000
<b>New Total Contract amount</b>		<b>4</b>	<b>\$ 1,018,000</b>

The current contract award amount is \$750,000. The request will increase the spending authority by \$268,000, bringing the new contract value to \$1,018,000.

Funding for this Bid will come from PPO’s operating budget and the Athletics and Student Activities capital budget. The amount requested was determined based on PPO Department’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 estimated contract award amount.