

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Less FY20-120 - Fertilizers, Pesticides, & Lawn Chemicals

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#### Introduction

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

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-120 - Fertilizers, Pesticides, & Lawn Chemicals for a period of one (1) year from November 1, 2019 through October 30, 2020, with two (2) one (1) year additional options to renew. FY20-120 - Fertilizers, Pesticides, & Lawn Chemicals was issued to replace the previous ITB 17-021B – Fertilizers, Pesticides, and Related Lawn Chemicals. The requested spending authority for this ITB is \$355,000.

#### Goods/Services Description

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

This Bid will be used by Physical Plant Operations (PPO) to purchase lawn chemicals and pesticides to maintain and manage the District's fields, lawns, common grounds, and landscapes. These products have been approved by the District's Risk Management Department and are applied by District certified technicians.

#### Procurement Method

##### Responsible: PWS

The solicitation for this ITB ran from July 31, 2019 through August 29, 2019. One hundred and fifty-eight (158) vendors were notified, and Sixteen (16) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received six (6) responses. The bid has a primary and up to three (3) alternate vendors who met all specifications, terms, and conditions of the ITB. Including alternate awardees allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

This Bid is only for an original one (1) year period as the market for fertilizers and pesticides, which are petrochemicals, is volatile and price varies often. As a commodity, it is best to do a one (1) year contract and assess the market on an annual basis.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid is the Voluntary S/M/WBE Distributorship Development Program in which The School Board of Broward County, Florida, encourages manufacturers to establish authorized dealerships or distributorships with S/M/WBE suppliers of their products on a non-discriminatory basis.

#### Financial Impact

##### Responsible: PWS and PPO

The total spending authority estimated is \$355,000 as calculated below:

Projected Average Monthly Expenditures		\$29,375
Number of months	*	12
Estimated forecasted spend		\$352,496
<b>Total spend authority (rounded)</b>		<b>\$355,000</b>

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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, the amount authorized will not exceed the contract award amount.