

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater FY20-097 – Purchase/Repair of New/Used/Re-conditioned Golf Cart

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#### **Introduction:**

#### **Responsible: Procurement & Warehousing Services**

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-097- Purchase/Repair of New/Used/Re-conditioned Golf Cart for a period of three (3) years from October 2, 2019 through September 30, 2022, with a renewal option for two (2) additional one (1) year periods.

The spending authority for this ITB is \$1,140,000.

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

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

ITB FY20-097 will be utilized throughout the District's schools, centers, and departments. This ITB provides for the purchase of new, used, and reconditioned golf carts. The ITB also includes, repairs, including but not limited to: the replacement of 6V, 8V and/or 12V batteries, cables, keys, key switches, headlights, and tires. With regards to repairs, the awardees are required to perform an assessment of the vehicles and for site repairs, or pick-up service for repairs at the awardees' local repair shop. This ITB also includes the option for a daily rental rate of golf carts. This will allow schools to replace any vehicle that might be down for repairs or the option to acquire an additional vehicle for special events without the need to purchase additional vehicles.

#### **Procurement Method**

#### **Responsible: PWS**

This solicitation for this ITB ran from June 3, 2019 through July 2, 2019. There were ninety-three (93) vendors notified, and ten vendors (10) downloaded the ITB. Procurement & Warehousing Services received five (5) bids. The recommendation for the award was based on the lowest price for Group 1 and Group 3. For Group 2, the recommendation for the award was based on the highest fixed percentage discount. The vendors recommended for the award are Advantage Golf Cars, Inc., Jeffrey Allen, Inc., Nasrep Inc. d/b/a Broward Electric Car & Equipment, Southern Golf Cars and Golf Car& Utility Vehicle Distributors d/b/a Tropicars.

The Affirmation Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid was 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**

Per Purchase Policy 3320, the District purchased golf carts by obtaining the required quotation, if the purchase was less than \$5,000, or three (3) competitive written quotations for purchases between \$5,000 to \$50,000. There has been a significant increase in the purchase of golf carts due to the District's improved security measures and the school choice funds from the SMART program. This ITB provides the District with firm pricing for golf cart purchases, establishes standards for repair or maintenance service, and establishes a standard for golf cart warranties.

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**FY20-097 – Purchase/Repair of New/Used/Reconditioned Golf Cart**  
**October 2, 2019 Board Agenda**  
**Page 2**

The total spending authority requested is \$1,140,000, demonstrated in the breakdown below:

Historical Average Monthly Expenditures	\$ 31,628
<u>Number of months</u>	<u>36</u>
Estimated forecasted spend	\$1,138,608
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<b><u>Total spend authority (rounded)</u></b>	<b><u>\$ 1,140,000</u></b>

Funding for this ITB will come from the operating budgets of the various Departments, Schools, and Centers. The amount requested was determined based on requirements to satisfy the needs of the District. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.