

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 19-113R – Electrical Supplies

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-113R – Electrical Supplies for a period of two (2) years and two (2) months from November 7, 2019 through December 31, 2021, with an option to renew for two (2) additional one (1) year periods.

ITB 19-113R – Electrical Supplies was issued to replace the previous ITB 16-044R – Electrical Supplies and 16-029R – Lamps, Ballast, Battery Packs, and Related Electrical Supplies. The requested spending authority for this ITB is \$2,105,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

The Electrical Supplies contract is utilized by Physical Plant Operations (PPO), as part of its Preventive /Routine Maintenance and Capital Improvements programs, to provide Original Equipment Manufacturer parts and equipment to repair or replace electrical equipment and accessories throughout the District (lamps, breakers, ballasts, conduit, wiring products, lighting, fuses, etc.). Additionally, this contract will be used to stock high use items, emergency parts, and equipment that are essential to maintaining equipment to code, avoid endangering public health and safety, increase the life expectancy of equipment, to reduce repair costs and downtime of all electrical equipment and components throughout the District.

This contract is also utilized by the Central Warehouse to furnish lamps and ballasts to schools throughout the District.

Procurement Method

Responsible: PWS

ITB 19-113R is to replace 16-044R – Electrical Supplies (Manufacturers' Catalogs), which expired November 2, 2018, and 16-029R Lamps, Ballast, Battery Packs, and Related Electrical Supplies, which expired August 18, 2018.

ITB 16-044R and 16-029R were not renewed or extended due to Procurement & Warehousing Services (PWS) and PPO researching more cost-effective options to save the District money. During the lapse period, the District has continued to purchase electrical supplies pursuant to Purchasing Policy 3320. ITB 19-113R is brought forward with specifications and line items for specific products that would save the District money in today's volatile market regarding commodities and it includes a manufacturer's catalog for the District to purchase any other electrical products, at a discount off Manufacturer Suggested Retail Price.

The solicitation for this ITB ran from April 27, 2019 through May 28, 2019. There were six hundred and seventy-three (673) vendors notified, and twenty-nine (29) vendors downloaded the ITB. PWS received five (5) bids, which are recommended for award to the lowest responsible and responsive bidders. For this solicitation, The School Board of Broward County, Florida, did not set a Small/Minority/Women Business Enterprise (S/M/WBE) participation goal, but S/M/WBE participation was strongly encouraged.

The bid is awarded by item. Each item 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.

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Financial Impact
Responsible: PWS and PPO

The total spending authority requested is \$2,105,000, as demonstrated in the breakdown below:

Projected spending per month as per Bid 16-044R	\$	50,841
<u>Number of months</u>		<u>26</u>
<u>Projected spending total as per Bid 16-044R (A)</u>	\$	<u>1,321,866</u>
Projected spending per month as per Bid 16-029R	\$	30,106
<u>Number of months</u>		<u>26</u>
<u>Projected spending total as per Bid 16-029R (B)</u>	\$	<u>782,756</u>
<u>Total spend authority (A + B)</u>	\$	<u>2,104,622</u>
<u>Total spend authority (rounded)</u>	\$	<u>2,105,000</u>

Funding for this Bid will come from PPO's operating budget as well as individual schools' budgets. The amount requested was determined based on the Department's 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.