

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority 18-098E – Electrical Services

Introduction

Responsible: Procurement and Warehousing Services (PWS)

This request is to approve the recommendation for additional spending authority for Request for Proposal (RFP) 18-098E – Electrical Services. This RFP was approved at the School Board Operational Meeting on November 7, 2017, with a spending authority of \$2,230,000 and a contract term of three (3) years from November 15, 2017 through September 30, 2020, with a renewal option for two (2) additional one (1) year periods.

This request is for an additional \$900,000 spending authority to replenish what was used by Information & Technology (I&T) Safety & Security projects.

Goods/Services Description

Responsible: Information & Technology (I&T)

The Electrical Services contract is mainly utilized by Physical Plant Operations, Custodial Grounds, and Energy Management as part of the preventive/routine maintenance and capital improvement program. Services include, but are not limited to, school lighting projects/retrofitting, gym lighting, pole lighting, generator replacement, marquee and sign installation, scoreboards, panels, and electrical service upgrades. These services are essential to the on-going repair and improvement of electrical equipment and systems throughout the District.

The Electrical Services contract is also being utilized by I&T Safety & Security projects including video surveillance and intercom projects. Services include but are not limited to, conduit installation, wiring, retrofitting, panels, and electrical service upgrades.

Procurement Method

Responsible: PWS

The solicitation ran from starting August 7, 2017 through September 14, 2017. There were four hundred and thirty-eight (438) vendors notified, seventeen (17) vendors downloaded the RFP, and six (6) bids were received before bid opening. The RFP was evaluated by a committee and awarded to a pool of three (3) vendors who met all specifications, terms, and conditions of the bid. Having a pool of multiple awardees allows for continuity of services if one (1) of the awarded vendors cannot comply with delivery requirements, specifications, or in emergency cases.

Financial Impact

Responsible: PWS and I&T

The reason for the request for additional spending authority is due to I&T's Safety & Security project needs, which were not considered when calculating the original spending of this Bid. This request is solely considering the purchase orders amounts placed to fulfill the I&T Safety & Security efforts. This assures the District will have enough spending authority left to perform its regular purchases until contract expiration.

I&T is requesting an additional \$900,000 in spending authority. This increase will take the existing spending authority from \$2,230,000 to \$3,130,000.

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Financial Impact Table

Action	Date	Term (years)	Amount
Original spending authority request	11/7/2017	3	\$ 2,230,000
Additional spending authority	11/6/2019		\$ 900,000
New total contract amount		3	\$ 3,130,000

The approval of this recommendation does not mean the authorized amount will be spent.