

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY20-119 – Fire Alarm Parts & Equipment

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-119 – Fire Alarm Parts & Equipment for a period of one (1) year from January 1, 2020 through December 31, 2020, with an option to renew for two (2) additional one (1) year periods. ITB FY20-119 – Fire Alarm Parts & Equipment was issued to replace the previous ITB 13-038T – Fire Alarm Equipment, Parts, and Components. The spending authority being requested is \$150,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid is used by the Central Stockroom to supply in-stock and special-order fire alarm equipment, parts, and components for Physical Plant Operations (PPO) as part of their Preventive/Routine Maintenance program. The repair parts and replacement equipment provided includes, but is not limited to, original equipment manufacturer-specific pull stations, smoke and heat detectors, horns/strobes, relay switches, and other components. These items are essential in keeping all fire alarm systems in the District safe and operational.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from August 1, 2019 through August 30, 2019. There were one hundred and eighty-six (186) vendors notified, and eleven (11) vendors downloaded the ITB. Procurement & Warehousing Services received four (4) bids.

This Bid is for an original one (1) year period as the market is volatile, and price often varies due to tariffs and ongoing trade wars. As a commodity, it is best to do a one (1) year contract and assess the market on an annual basis. In comparison with the previous ITB, the District will have realized savings of approximately seven (7) percent in cost reductions.

This ITB includes new and old items from the previous ITB 13-038T. By using the old items as a comparison, the District will have cost savings and reductions of approximately seven (7) percent.

The Affirmative Procurement Initiative recommended by the Economic Development & Diversity Compliance Department for this Bid was the Voluntary S/M/WBE Distributorship Development Program.

Financial Impact

Responsible: PWS and PPO

The total spending authority requested is \$150,000, as demonstrated in the breakdown below:

Historical average monthly expenditures		\$ 12,337
Number of months		12
Estimated forecasted spend	=	\$ 148,044
Total spend authority (rounded)		\$ 150,000

Funding for this ITB will come from PPO's operating budget. The amount requested was determined based on the Department's requirement 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.