

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority 19-030B – Floor Machines and Supplies

Introduction

Responsible: Procurement and Warehousing Services (PWS)

This request is to approve the recommendation for additional spending authority for Invitation to Bid (ITB) 19-030B – Floor Machines and Supplies. This ITB was approved at the Regular School Board meeting on July 24, 2018, with a contract term of two (2) years from September 1, 2018, through August 31, 2020, with a renewal option for two (2) additional one (1) year periods.

The additional spending authority being requested is \$322,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This ITB is used by schools and district locations to purchase institutional-grade floor cleaning machines, supplies, and parts at single-fixed percentage discounts from various catalogs. These machines range from vacuum cleaners, extractors, floor scrubbers, and burnishers, among others, to maintain a safe and clean educational environment for our schools and administrative sites. This Bid is also utilized to purchase supplies and parts such as bags, hoses, and accessories that are necessary for the efficient operation of the equipment. Additionally, the stockroom and Physical Plant Operations (PPO) use this Bid to buy parts necessary to repair and maintain district floor cleaning equipment.

Procurement Method

Responsible: PWS

This ITB was competitively solicited in accordance with Purchasing Policy 3320, Part II, Rule D, and Florida Administrative Code 6A-1.012(7).

The solicitation for this ITB was advertised to the public through Demandstar from April 12, 2018, through May 9, 2018, where seventy-seven (77) vendors and nineteen (19) vendors downloaded the ITB documentation. Procurement & Warehousing Services received three (3) responses, and the ITB was awarded to all vendors offering single, non-zero, fixed percentage discounts and meeting all specifications, terms, and conditions of the bid. Vendors awarded in this contract compete for business based on their percentage discounts, and catalog prices offered.

Financial Impact

Responsible: PWS and PPO

PPO is requesting the School Board's approval for an additional spending authority of \$322,000. This increase will take the existing spending authority from \$590,000 to \$912,000. The requested amount is based on the material requirements to satisfy the needs of the District, utilizing historical and forecasted expenditures reflected in the Financial Analysis Worksheet (FAW).

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This contract has unused spending authority related to the original term (per the FAW) that was considered to calculate this recommendation. Funding for this Bid will come from individual School and Department Budgets. The additional spending authority request was determined, as shown below:

Average monthly spend:	\$ 37,617
(x) Months remaining:	x 10
Additional spend required:	\$376,170
(-) Unused spend authority:	- 63,365
Additional spend request:	\$312,805
(Plus) Orders entered by schools and pending processing *	+ 8,700
Total additional spend request (rounded)	\$322,000

**At the time of Agenda Item preparation, new orders entered the system. These orders are included in the calculations as they still represent bid usage.*

The ITB’s original spending authority was determined based on historical usage, and the average monthly expenditures of the previous contract ITB 16-011B – Floor Machines and Supplies. Materials needed in this commodity vary widely and don’t follow predictable patterns as purchases are made on an as-needed basis. Additionally, budget availability, projects, equipment obsolescence and needs for parts at each District location are factors that may influence variability in the number of orders received during the year, as seen in the chart below:

