

EXECUTIVE SUMMARY

**Recommendation of \$500,000 or Greater
FY20-026 – Cafeteria Equipment**

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-026 – Cafeteria Equipment for a period of thirty-three (33) months from January 1, 2020 through September 30, 2022. This ITB may be renewed for two (2) additional one (1) year periods. This ITB will replace the existing ITB 18-027B – for Cafeteria Equipment and will be used by the Food & Nutrition Services Department (FNS). The spending authority being requested is \$3,500,000.

Goods/Services Description

Responsible: Food & Nutrition Services (FNS)

This Bid allows FNS to purchase a variety of kitchen equipment such as tables, carts, ranges, kettles, refrigerators, freezers, and warmers, among others, for cafeterias throughout the District. This equipment is purchased on an as-needed basis to replace broken or obsolete equipment that is beyond economical repair.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from August 23, 2019 through September 19, 2019. Four-hundred and eighty-four (484) vendors were notified, and thirty-nine (39) vendors downloaded the ITB documentation. PWS received ten (10) responses. The bid was awarded to the lowest responsive and responsible bidders meeting specifications, terms, and conditions. It was the intent to present this item to the School Board two (2) months before the expiration of the current bid; however, the evaluation and award process required bidders to submit additional documentation necessary to determine compliance with specifications, and that extended the process.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid is the 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 and FNS

The total spending authority being requested is \$3,500,000, as demonstrated in the breakdown below:

<u>Historical average monthly expenditures</u>	<u>\$ 106,213</u>
Number of months	x 33
<u>Estimated forecasted spend (rounded)</u>	<u>\$ 3,500,000</u>

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FNS surveyed its cafeteria managers to provide feedback about some key products included in this Bid. A total of one hundred and thirty-one (131) responses were received. Ninety-six (96) percent rated steamers and kettles as Excellent, Very Good, or Good, and eighty-eight (88) percent rated reach-in refrigerators and freezers as Excellent, Very Good, or Good. Carts, which received lower ratings, were not included in the bid. FNS will evaluate other products and District needs in order to evaluate potential inclusion in a future solicitation. In the meantime, any cart purchases, if needed, may be done per Purchasing Policy 3320.

Staff indicates that the performance of the vendors awarded on the previous bid (18-027B) and recommended for award on this Bid (FY20-026), is satisfactory and recommend that these vendors continue servicing the District.

Funding for this Bid will come from the FNS operating budget. The amount requested was determined on historical data and FNS's forecasted purchases to satisfy the needs of the District. The financial impact amount represents an estimated contract value; however, the approval of this recommendation does not mean that the authorized amount will be spent.