

EXECUTIVE SUMMARY

Recommendation for Renewal 16-069C – Supply & Install Insulation Materials

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the second and final renewal through March 15, 2021, of the Invitation to Bid (ITB) 16-069C – Supply & Install Insulation Materials. ITB 16-069C was approved on March 15, 2016, with an initial three (3) year contract, through March 15, 2019, with an option for two (2) additional one (1) year renewal periods. The first one (1) year renewal was approved at the School Board Operational Meeting of February 5, 2019, with no additional spending authority requested.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid is utilized by PPO to purchase and/or install insulation materials associated with Heating, Ventilation, and Air-Conditioning (HVAC) equipment. This material is required to protect and maintain HVAC equipment throughout the District, including pipes and pipe fittings, hot and cold surfaces, chilled water pumps, valves, jacketing, condensate tanks, boiler exhaust stacks, steam systems, etc. Condensation and moisture build-up, which are detrimental to equipment functioning, are prevented with the proper use of insulation materials.

Procurement Method

Responsible: PWS

This Bid is utilized by Physical Plant Operations (PPO), as part of their Preventive and Routine Maintenance, as well as Capital Renovations programs, to provide protection for heating and cooling equipment throughout the District.

The awarded vendors include Thermal Concepts Inc. (primary), and Pioneer Construction Management Services, Inc. (alternate). Thermal Concepts Inc. and PPO have agreed to renew the contract at the same terms, conditions, and prices as originally awarded. Pioneer Construction Management Services, Inc. did not respond to the first renewal option. Staff has indicated that Thermal Concepts Inc.'s performance is satisfactory and recommend the extension and continuation of services with the primary vendor.

Financial Impact

Responsible: PWS and PPO

This contract has unused spending authority related to the original term (per the Financial Analysis Worksheet). This Bid is used on an as-needed basis, depending on the demand. No additional spending authority is being requested as demonstrated in the breakdown below:

Historical average monthly expenditures		\$	14,036
<u>Number of months requested for renewal</u>	<u>x</u>		<u>12</u>
Estimated forecasted spend (A)		\$	168,432

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Historical average monthly expenditures		\$	14,036
Number of remaining months on current award	x		<u>3</u>
Estimated spend for the remaining months on current award (B)		\$	42,108
Total forecasted spend (A + B)		\$	210,540
Current unused authorized spending		\$	249,369

PWS did not find any comparable bid to the services provided in the bid from other agencies. PWS, however, researched the market prices and concluded that current prices from 2016 are acceptable. PWS and PPO agreed that exercising the last renewal of this Bid is to the best interest of the District.

Financial Impact Table:

Action	Date	Term (months)	Amount
Original spending authority request	3/15/2016	36	\$ 881,000
1 st Bid Renewal	2/5/2019	12	
2 nd Bid Renewal	2/4/2020	12	
New total contract amount		60	\$ 881,000