

EXECUTIVE SUMMARY

**Recommendation to Approve Second Renewal
17-011N– Microscope and Balance Repair and Service**

Introduction

Responsible: Procurement & Warehousing (PWS)

This request is to approve the Second Renewal for Invitation to Bid (ITB) 17-011N – Microscope and Balance Repair and Service. The initial ITB 17-011N was approved at the School Board Operational Meeting (SBOM) on July 26, 2016 under item EE-9, for three (3) years, starting July 27, 2016 through June 30, 2019, with a renewal option for two (2) additional one (1) year periods, and approved spending authority of \$250,000. The first renewal of the ITB was approved at the SBOM on April 9, 2019, under item E-3; at that time, no additional spending authority was awarded as there were approximately fifty (50) percent of unused spend available. This renewal will extend the expiration date through June 30, 2021.

There is no additional spending authority being requested.

Goods/Services Description

Responsible: Secondary Learning

This ITB provides the Science Curriculum Department with service and repair for all of the microscopes and balances throughout the District. The purpose of this ITB is to provide a more economical means of servicing and repairing microscopes and balances for the elementary, middle, and high schools. Items included in this Bid are microscopes, balances, and video flex cameras. The efficient use of microscopes and balances ensures students will learn in a better science environment.

Procurement Method

Responsible: PWS

The ITB ran from May 2, 2016 through May 31, 2016. There were one hundred thirty-one (131) vendors notified, eight (8) vendors downloaded the ITB, and two (2) proposals were received before bid opening.

Financial Impact

Responsible: PWS and Secondary Learning

There is no additional spending authority being requested as there is sufficient unused spending authority available as demonstrated below:

| | | | |
|--|----------|-----------|--------------|
| Historical average monthly expenditures | | \$ | 4,321 |
| Number of months for renewal period | x | | 12 |
| Total estimated spending authority for renewal period (A) | = | \$ | 51,852 |
| Number of months until expiration of the bid | | | 1 |
| Spending authority required until bid expiration (B) | = | \$ | 4,321 |
| Current approved unused and available spending authority (C) | | \$ | 59,870 |
| Total unused approved balance remaining (C-B-A) | = | \$ | 3,697 |

Financial Impact Table:

| Action | Date | Term (Years) | Amount |
|--|-----------|--------------|-------------------|
| Original spending authority request | 7/26/2016 | 3 | \$ 250,000 |
| First renewal spending authority request | 4/9/2019 | 1 | |
| Second renewal | 5/19/2020 | 1 | |
| New Total Contract Amount | | 5 | \$ 250,000 |

The funding will come from the Physical Plant Operation’s operating budget. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.