

EXECUTIVE SUMMARY

Recommendation for Renewal and Reduction of Spending Authority FY20-074 – Locksmith Services and Window Hardware & Shutter Services

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the first renewal through July 31, 2021, and reduction of spending authority for Invitation to Bid (ITB) FY20-074 – Locksmith Services and Window Hardware & Shutter Services. ITB FY20-074 was approved on September 4, 2019, with an initial eleven (11) month contract, through July 31, 2020, with an option for two (2) additional one (1) year renewal periods. This Bid is utilized by Physical Plant Operations (PPO) to supplement the PPO in-house workforce for extensive locksmith projects.

Due to the COVID-19, the reduction of the spending authority being requested is \$154,000, and covers the estimated amount projected for the first twelve (12) months renewal period; therefore, additional spending authority to cover the remaining term of the ITB will be requested in a future date. The new spending authority will be \$146,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

PPO utilizes the Locksmith Services section of this Bid to supplement the PPO in-house workforce when needed. When there is a demand to complete larger locksmith/hardware projects or when the backlog of work orders needs to be reduced, vendors can be brought in to assist. No bids were received for the Window Hardware and Shutter Services section of this Bid to repair commercial grade “specialty type of window hardware and shutters” - such as aluminum jalousie windows with solar control louvers and emergency escape windows at school district sites. Window Hardware and Shutter Services are mostly performed by PPO staff; however, some specialty type repairs are performed by vendors.

The Hardware Division at PPO is responsible for replacing worn or defective hardware and adjusting door hinges, locks, and closers to ensure proper and safe operation. They also repair or replace panic hardware to ensure safe egress in order to maintain compliance with Life Safety Codes.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from April 18, 2019 through June 25, 2019, where two hundred sixty-eight (268) vendors were notified, and eight (8) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received two (2) responses, and two (2) vendors were awarded. The bid has a primary and one (1) alternate vendor who met all specifications, terms, and conditions of the ITB. Including alternate awardees allow for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

The awarded vendors include Miami Downtown Locksmith, Inc. and JMY Investments, LLC d/b/a The Flying Locksmith – Miami South. PWS and PPO staff have agreed to renew the contract at the same terms, conditions, and prices as originally awarded.

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Financial Impact
Responsible: PWS and PPO

Due to the COVID-19, the reduction of the spending authority being requested is \$154,000, and covers the estimated amount projected for the first twelve (12) months renewal period; therefore, additional spending authority to cover the remaining term of the ITB will be requested in a future date.

Please see below breakdown for entire bid term:

Historical average monthly expenditures	\$	7,285
Number of months requested for renewal	x	12
Estimated forecasted spend	\$	87,420
(-) Current unused authorized spending	\$	241,720
Proposed spending authority reduction	\$	154,300
Proposed spending authority reduction (rounded)	\$	154,000

PWS is responsible for the management of the District contracts’ spending authority. This action is performed through the unique Bid ID issued per solicitation, which only has a new number assigned when a new solicitation is awarded. In a renewal, the original Bid ID assigned to the contract does not change, therefore spending authority analysis is performed in its totality.

Financial Impact Table:

Action	Date	Term (months)	Amount
Original spending authority request	9/4/2019	11	\$ 300,000
1 st Bid renewal and reduction of spending authority	5/19/2020	12	(\$ 154,000)
Total Contract Amount		23	\$ 146,000

Funding for this Bid will come from PPO’s operating budget. The amount requested was determined based on the Department’s requirements 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.