

EXECUTIVE SUMMARY

Recommendation to Approve Second Renewal and Additional Spending Authority 17-013N – Marker Boards and Tack Boards

Introduction

Responsible: Procurement & Warehousing (PWS)

This request is to approve the Second Renewal and Additional Spending Authority for Invitation to Bid (ITB) 17-013N – Marker Boards and Tack Boards. The initial Invitation to Bid (ITB) 117-013N was approved by the School Board at the Regular School Board Meeting on July 26, 2016 under item EE-15, for three (3) years, starting July 27, 2016 through June 30, 2020, with a renewal option for two (2) additional one (1) year periods, and an approved spending authority of \$275,000. The First Renewal for ITB 17-013N was approved at the School Board Operational Meeting on April 9, 2019, under Item EE-8 for one (1) year starting April 9, 2019 through June 30, 2020, with an approved spending authority of an additional \$74,000 for a total approved spending authority of \$349,000.

The additional spending authority being requested is \$31,000, with a cost avoidance of \$3,998 due to negotiations with the Vendor to prevent a five (5) percent price increase.

Goods/Services Description

Responsible: District-wide

The purpose of this Bid is to provide various large-size marker boards and tack boards for use in classrooms, conference rooms, and offices when the existing marker, tack, or chalkboard is beyond economical repair.

Procurement Method

Responsible: PWS

The ITB ran from May 2, 2016 through May 26, 2016. There were one hundred sixty-three (163) vendors notified, twenty-six (26) vendors downloaded the ITB, and five (5) proposals were received before bid opening.

Financial Impact

Responsible: PWS

The requested additional spending authority for the one (1) year renewal will be \$31,000 as demonstrated below:

Historical average monthly expenditures		\$ 6,663
Number of months for renewal period	x	12
Total estimated spending authority for renewal period (rounded)	=	\$ 80,000
Current approved unused and available spending authority		\$ 49,169
Total Requested Spending Authority (rounded)		\$ 31,000

The two (2) months remaining in the current term were not factored on the above additional spending authority request since the purchase of boards is not expected during this period due to Covid-19.

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See detailed market analysis below, which highlights that Florida Visual Display, Inc., the incumbent Vendor’s price is comparable or cheaper than prices received.

<u>Item Description</u>		<u>Florida Visual Display, Inc.</u>	<u>Office Furniture 2 go.com</u>	<u>Touch Boards</u>
Marker Boards	4X4	\$185	\$399	\$210
	4X8	\$298	\$599	\$364
	4X10	\$355	\$729	
	4X12	\$410	\$819	\$529
Tack Boards	4X4	\$111	\$268	
	4X8	\$214	\$368	
	4X10	\$355	\$449	
	4x12	\$410	\$487	

Financial Impact Table:

Action	Date	Term (Years)	Amount
Original spending authority request	7/26/2016	3	\$ 275,000
First Renewal spending authority request	4/9/2019	1	\$ 74,000
Second Renewal spending authority	5/1/2020	1	\$ 31,000
New total contract amount			\$ 380,000

The funding will come Physical Plant Operation’s operating budget. Upon approval of this item, the approved spending authority will be \$380,000. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.