

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY21-085 – Fans & Accessories

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-085 – Fans & Accessories for a period of seventeen (17) months from August 1, 2020 through December 31, 2021, with two (2) one (1) year additional options to renew. FY21-085 – Fans & Accessories was issued to replace the previous ITB 16-027R – Fans & Accessories.

The spending authority being requested is \$360,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid is used by the Central Stockroom to supply in-stock and special-order fan parts and equipment for Physical Plant Operations (PPO) as part of their Preventive/Routine Maintenance program. The repair parts and replacement equipment provided includes, but is not limited to, Original Equipment Manufacturer-specific ventilation, exhaust, and industrial fans, blowers, curb adapters, backdraft dampers, return air grilles, mesh screens, air curtains (fly fans), replacement motors, parts and accessories. These items are essential in keeping ventilation systems in the District safe and operational.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from March 9, 2020 through April 16, 2020. Three hundred fourteen (314) vendors were notified, and seventeen (17) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received five (5) responses. This ITB was issued with two (2) separate groups: one (1) specific item carried in inventory by the Stockroom and two (2) brands of equipment and supplies used throughout the District. Group 1 was recommended to the lowest responsive and responsible bidder, whereas Group 2 was recommended to all vendors offering single, non-zero (0), fixed percentage discounts, and meeting all specifications, terms, and conditions of the bid.

The recommended awardees include Blizzard Air Conditioning, LLC, C. Stewart & Associates, Inc., Condo Electric Industrial Supply, Inc., Economic Electric Motors, Inc., and The Ware Group, LLC.

The Affirmative Procurement Initiative implemented in this solicitation is The Voluntary M/WBE Distributorship Development Program. Blizzard Air Conditioning, LLC is a certified Small Business Enterprise with the District.

The term of this Bid is seventeen (17) months instead of the usual thirty-six (36) months in order to co-term and merge with ITB 19-070R – Pumps and Electric Motors. PWS did a market benchmark with sister School Boards, and no comparable contracts were found.

Financial Impact

Responsible: PWS and PPO

The total spending authority estimated for the contract period is \$360,000, as calculated below:

Recommendation of \$500,000 or Less
FY21-085 – Fans & Accessories
May 19, 2019 Board Agenda
Page 2

Projected Average Monthly Expenditures		\$21,116
<u>Number of months</u>	*	<u>17</u>
Estimated forecasted spend		\$358,972
<u>Total Spend Authority (rounded)</u>		<u>\$360,000</u>

PWS is responsible for the control 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.

The amount requested was determined based on PPO's requirements to satisfy the needs of the District, and a comparison of expenditures from the previous bid term. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.