

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY20-019 – Service and Repair of Sewing Machines

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-019 – Service and Repair of Sewing Machines for one (1) year, starting May 19, 2020 through May 18, 2021. This ITB is primarily used by the Fashion and Interior Design program that requires students to demonstrate skills in the construction of simple garments, in addition to alterations and repair of clothing.

The spending authority being requested is \$44,000.

Goods/Services Description

Responsible: Career, Technical, Adult & Community Education (CTACE)

1. **Schools Included:** Scope primarily includes the below schools:
 1. Cypress Bay High School
 2. Fort Lauderdale High School
 3. JP Tarvella High School
 4. Hallandale Adult & Community Center
 5. Indian Ridge Middle School
 6. Miramar High School

2. **Machines Included:** Scope includes over three hundred-fifty (350) computerized or manual machines including but not limited to:
 1. Basic home machines
 2. Industrial machines
 3. Quilting machines
 4. Embroidery machines
 5. Sergers

Procurement Method

Responsible: PWS

The solicitation ran from June 19, 2019 through July 10, 2019. There were one hundred ninety-four (194) vendors notified, two (2) vendors downloaded the ITB, and one (1) bid was received before bid opening. To meet the needs of the District, Procurement & Warehousing Services (PWS) is recommending the bid be awarded to Sunrise Sewing Machines, Inc., that meets all specifications, terms, and conditions of the bid. As stipulated in the ITB, the tenure of the contract is being reduced to one (1) year because only one (1) bid was received.

The Affirmative Procurement Initiative implemented in this solicitation is the voluntary Small/Minority/Women's Business Enterprise Distributorship Development Program.

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Financial Impact
Responsible: PWS and CTACE

The total spending authority requested is \$44,000. Due to COVID-19 and based on a review by CTACE of the anticipated repairs for the renewal period, the amount requested is \$3,000 lower than the estimated expenditure detailed below. Physical Plant Operations' operating budget provides funding for this Bid.

Historical average monthly expenditure		\$	3,872
<u>Number of months</u>	x		<u>12</u>
<u>Total</u>	=	\$	<u>46,464</u>
<u>Total Spending Authority (rounded)</u>		\$	<u>47,000</u>

The previous solicitation 19-025N was also awarded to Sunrise Sewing Machines, Inc., which started on July 1, 2018 through July 31, 2019, with an approved spending authority of \$75,000. The total spend from the previous bid was not utilized because CTACE was in the process of purchasing new machines for four (4) high school programs so that less maintenance would/was be required.

Although this Bid was released in 2019, based on guidance from the CTACE department, the request for School Board approval was delayed to solve invoice and payment issues regarding the previous bid. Since the expiration of the bid, all repairs were made in accordance with PWS policies and procedures. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.