

## EXECUTIVE SUMMARY

### Recommendation to Approve First Renewal and Reduction of Spending Authority 18-117N – Weight Room Equipment Inspection, Maintenance, and Repair

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#### Introduction

##### Responsible: Procurement & Warehousing (PWS)

This request is to approve the First Renewal for Invitation to Bid (ITB) 18-117N – Weight Room Equipment Inspection, Maintenance, and Repair that facilitates the scheduled maintenance and repair of the weight room equipment at various locations throughout the District. The ITB was approved by the School Board at the School Board Operational Meeting on December 5, 2017, under Item EE-5, for two (2) years and four (4) months, starting January 1, 2018 through May 31, 2020, with a renewal option for two (2) additional one (1) year periods, with an approved spending authority of \$150,000.

There is a reduction in spending authority of \$108,620 being requested.

#### Goods/Services Description

##### Responsible: Applied Learning

ITB 18-117N will facilitate the scheduled maintenance and repair of weight room equipment at various locations throughout the District. Equipment included consists of treadmills, bikes, ellipticals/steppers, and weight machines. Major repairs and upholstery of the machines, when required, will be included.

#### Procurement Method

##### Responsible: PWS

The solicitation ran from October 12, 2017 through November 9, 2017. There were five hundred sixty-eight (568) vendors notified, seven (7) vendors downloaded the ITB, and one (1) proposal was received before bid opening. As stated in the ITB, the bid was awarded by group to one (1) primary and one (1) alternate bidder with the lowest price that is responsive, responsible, and meets all specifications, terms, and conditions of the bid.

#### Financial Impact

##### Responsible: PWS and Applied Learning

The spending authority reduction of \$108,620 is being requested as demonstrated in the breakdown below:

Yearly safety check and maintenance		\$	160
Number of weight rooms	x		44
Total estimated maintenance cost	=	\$	7,040
Maintenance performed quarterly	x		4
Total estimated maintenance cost per year (A)	=	\$	28,160
Current unused authorized spending (B)			\$136,780
<b>Proposed Spending Authority Reduction (B-A)</b>			<b>\$108,620</b>

The Applied Learning Department has no repairs/maintenance scheduled through contract expiration. Therefore, no additional spending authority is being requested purchases anticipated through bid expiration.

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**Financial Impact Table:**

Action	Date	Term (Months)	Amount
Original spending authority request	12/5/2017	28	\$ 150,000
1 <sup>st</sup> renewal + reduction of spending authority	5/19/2020	12	\$ (108,620)
<b>New Total Contract Amount</b>		<b>40</b>	<b>\$ 41,380</b>

Upon approval of this item, the approved spending authority will be \$41,380. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.