

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Less FY21-086 – Doors, Operable Accordion

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#### Introduction

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

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-086 – Doors, Operable Accordion for a period of twelve (12) months from October 1, 2020 through September 30, 2021. FY21-086 – Doors, Operable Accordion was issued to replace the previous ITB 17-051 – Doors, Operable Accordion.

The spending authority being requested is \$35,000.

#### Goods/Services Description

##### Responsible: Physical Plant Operations (PPO)

This Bid is utilized by Physical Plant Operations (PPO) to procure repair services for operable accordion doors that are typically found in cafeterias, classrooms, and conference rooms throughout the District. Also known as room dividers, accordion walls and concertina doors, accordion doors provide interior space division and sound barriers.

#### Procurement Method

##### Responsible: PWS

The solicitation for this ITB ran from April 2, 2020 through April 30, 2020. Three hundred fifty-one (351) vendors were notified, and fourteen (14) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received one (1) response. As stipulated in the ITB, the tenure of the contract is being reduced to one (1) year because only one (1) bid was received. PWS performed a market benchmark with sister School Boards, and no comparable contracts were found.

The Affirmative Procurement Initiative implemented in this solicitation is the Minority/Women Business Enterprise Annual Aspirational Goals.

#### Financial Impact

##### Responsible: PWS and PPO

The total spending authority estimated for the contract period is \$35,000, as calculated below:

Projected Average Monthly Expenditures	\$2,842
Number of months	* 12
Estimated forecasted spend	\$34,099
<b>Total Spend Authority (rounded)</b>	<b>\$35,000</b>

The ITB 17-051 – Doors, Operable Accordion is based on 2016 economic conditions, and the prices for this new bid is based on 2020 economic conditions; therefore, the District is impacted by a twenty-one (21) percent price increase. Neither Miami-Dade County Public Schools nor the School District of Palm Beach County does have a contract for accordion door maintenance services.

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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.