

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY21-093 - SOMAT Waste Disposal System Maintenance

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-093 – SOMAT Waste Disposal System Maintenance for a period of three (3) years July 1, 2020 through June 30, 2023, with two (2) one (1) year renewal options. FY21-093 – SOMAT Waste Disposal System Maintenance was issued to replace the previous ITB FY20-012 – SOMAT Waste Disposal System Maintenance.

Due to the COVID-19, the spending authority being requested is \$221,000, and covers the estimated amount projected for the first twelve (12) months; therefore, additional spending authority to cover the remaining term of the ITB will be requested in a future date.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid is utilized to procure maintenance services and repair parts for the SOMAT Waste Disposal machines located in schools and center cafeterias. SOMAT machines pulverize and dispose of the fiber trays that are used by students and staff to transport food. These machines must be continually maintained to keep them operating in optimal condition, and purchasing repair parts are necessary to maintain this condition.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from April 9, 2020 through April 30, 2020. Ninety-three (93) vendors were notified, and seven (7) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received two (2) responses. The bid has a primary and one (1) alternate vendor who met all specifications, terms, and conditions of the ITB. Including alternate awardees allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

The Affirmative Procurement Initiative implemented in this solicitation is The Voluntary Minority/Women Business Enterprise Distributorship Development Program.

PWS performed a market benchmark with sister School Boards, and no comparable contracts were found.

Financial Impact

Responsible: PWS and PPO

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Please see breakdown below for entire bid term:

Projected average monthly expenditures		\$18,434
Number of months	*	36
Estimated forecasted spend		\$663,624
Total spend authority (rounded)		\$664,000

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.