

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY21-089 – Irrigation Supplies

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-089 – Irrigation Supplies for a period of twelve (12) months from July 1, 2020 through June 30, 2021, with two (2) one (1) year additional options to renew. FY21-089 – Irrigation Supplies was issued to replace the previous ITB 16-185R – Irrigation Supplies.

The spending authority being requested is \$104,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This contract is utilized by PPO to procure parts and supplies for irrigation repairs at school locations by in-house and school-based staff. Irrigation systems are vital in maintaining school athletic fields, common grounds, and landscaping.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from April 3, 2020 through April 30, 2020. Seven hundred one (701) vendors were notified, and ten (10) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received four (4) 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 Core & Main, LP., Quigar Electric, Inc. d/b/a Ace Pump and Supply, Rice Pump and Motor Repair, Inc., and SiteOne Landscape Supply, LLC.

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

The total spending authority estimated for the contract period is \$104,000, as calculated below:

Projected Average Monthly Expenditures		\$8,590
Number of months	*	12
Estimated forecasted spend		\$103,080
Total Spend Authority (rounded)		\$104,000

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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.