

EXECUTIVE SUMMARY

Recommendation to Approve Second Renewal and Additional Spending Authority 16-038N – Musical Instruments, Supplies, Accessories, Sheet Music, Specialty Furniture, and Related Items

Introduction

Responsible: Procurement & Warehousing (PWS)

This request is to approve the Second Renewal and Additional Spending Authority for Invitation to Bid (ITB) 16-038N for Musical Instrument, Accessories, Sheet Music, Specialty Furniture, and Related Items. The ITB was approved by the School Board at the Regular School Board Meeting on August 20, 2019, under Item EE-1 for three (3) years starting August 26, 2016 through August 31, 2020, with a renewal option for two (2) additional one (1) year periods, and an approved spending authority of \$17,100,000. The First Renewal was approved at the School Board Operational Meeting on August 20, 2019, under Item EE-1, with a reduction of \$1,901,557 in spending, bringing the total approved spending authority to \$15,198,443. Upon approval of this item, the ITB will expire on August 31, 2021.

The additional spending authority being requested is \$631,820.

Goods/Services Description

Responsible: District-wide

The ITB provides District-wide music programs with instruments, equipment, and supplies, most notably SMART Renovation Projects.

Procurement Method

Responsible: PWS

The ITB ran from December 17, 2015 through January 13, 2016. There were one hundred eighty-one (181) vendors notified, twenty-four (24) vendors downloaded the ITB, and eleven (11) proposals were received before bid opening. All bids received were awarded, and the Vendors have agreed to renew at the current prices.

Financial Impact

Responsible: PWS

The additional spending authority requested for the one (1) year renewal will be \$631,820 based on SMART Program Room Renovations which includes a minimal estimate for individual school purchases of sheet music and supplies, see Exhibit A for further details.

SMART Program Room Renovations for 27 schools		\$1,360,000
<u>Estimated Individual School Purchases</u>		<u>\$ 77,400</u>
Estimated spend for renewal period	=	\$1,437,400
Less Approved unused and available spending authority	-	\$ 805,580
Total spend being requested for renewal period	=	\$ 631,820

Action	Date	Term (Years)	Amount
Original spending authority request	6/25/2019	3	\$ 17,100,000
1 st renewal + reduction of spending authority	8/20/2019	1	\$ (1,901,557)
2 nd renewal + additional spending authority	7/21/2020	1	\$ 631,820
New Total Contract Amount		5	\$ 15,830,263

Funding for this Bid will come predominantly from the General Obligation Bond. Upon the approval of this item, the total approved spending authority will be \$15,830,263. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.