

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater FY21-081 – Floor Machines, Supplies, and Repair Parts (Catalog)

Introduction

Responsible: Procurement and Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-081 – Floor Machines, Supplies, and Repair Parts (Catalog) for a period of thirty-six (36) months from September 1, 2020, through August 31, 2023. This Contract may be renewed for two (2) additional one (1) year periods. This ITB will replace the existing ITB 19-030B – Floor Machines and Supplies and will be used District-wide.

Due to the COVID-19, the spending authority being requested is \$337,548 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.
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Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This ITB is used by schools and district locations to purchase institutional-grade floor cleaning machines, supplies, and parts at single-fixed percentage discounts from various catalogs. These machines range from vacuum cleaners, extractors, floor scrubbers, and burnishers, among others, to maintain a safe and clean educational environment for the District schools and administrative sites. This Bid is also utilized to purchase supplies and parts such as bags, hoses, and accessories that are necessary for the efficient operation of the equipment. Additionally, the stockroom and Physical Plant Operations (PPO) use this Bid to buy parts necessary to repair and maintain district floor cleaning equipment.

Procurement Method

Responsible: PWS

This ITB was competitively solicited in accordance with Purchasing Policy 3320, Part II, Rule D, and Florida Administrative Code 6A-1.012(7).

The solicitation for this ITB was advertised to the public through Demandstar from March 18, 2020 through April 15, 2020. There were one hundred eleven (111) vendors notified, and fourteen (14) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received three (3) responses, and one (1) was rejected. The ITB was awarded to all responsive and responsible vendors. Vendors awarded in this contract compete for business based on their percentage discounts, and catalog prices offered. PWS reached out to the companies that downloaded the solicitation but did not submit a bid. Inquiries revealed that even though these companies are registered with Demandstar in commodities related to janitorial and sanitation, they do not carry the floor machine equipment, repair parts, and supplies subject of this solicitation.

The recommended awardees are currently supplying products on other contracts with The School Board of Broward County, Florida. Staff indicates that the performance of the vendors recommended for the award is satisfactory and that they should continue servicing the District.

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The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program is the Voluntary Minority/Women Business Enterprise Distributorship Development Program.

Financial Impact
Responsible: PWS and PPO

Due to the COVID-19, the spending authority being requested is \$337,548, 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.

Please see below breakdown for the entire bid term:

ITB 19-030B – Floor Machines and Supplies	
Historical Average Monthly Expenditures	\$ 28,129
Number of months	x 36
Estimated Forecasted Spend	\$ 1,012,644
Estimated Forecasted Spend (rounded)	\$ 1,013,000

The requested amount is based on the material requirements to satisfy the needs of the District, utilizing historical and forecasted expenditures reflected in the Financial Analysis Worksheet. Funding for this Bid will come from individual school and department existing and approved budgets. The SMART Program also utilizes this Bid through the School Choice Enhancement Projects funds to purchase floor cleaning machines.

The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.