

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY21-110 – Fire Extinguisher and Systems

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-110 – Fire Extinguisher and Systems for a period of twelve (12) months from October 1, 2020 through September 30, 2021. FY21-110 – Fire Extinguisher and Systems was issued to replace the previous ITB FY2-080 – Fire Extinguisher and Systems.

The spending authority being requested is \$194,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid is utilized by Physical Plant Operations (PPO) to test, tag, label, and recharge portable fire extinguishers as needed in support of the in-house PPO technicians who service the portable extinguishers District-wide. This Bid is also used to perform semi-annual inspections and needed repairs to fixed fire extinguisher systems (dry chemical, CO2 systems, and wet agent systems) that are located primarily in school kitchen cooking areas.

Fire extinguishing systems are required by law to be maintained according to the National Fire Protection Association (NFPA 1, 101), State of Florida Building Code Chapter 9, State of Florida Statutes #633, and the Florida Fire Prevention Code.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from June 10, 2020 through July 1, 2020. One hundred one (101) vendors were notified, and four (4) 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. All vendors who downloaded the solicitation but did not submit a bid were contacted and asked why they did not submit a bid; two (2) responded, in general, that they are unable to provide the particular services represented in this ITB.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid was the Small Business Enterprise Subcontracting Goals 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 \$194,000, as calculated below:

Projected Average Monthly Expenditures		\$16,124
Number of months	*	12
Estimated forecasted spend		\$193,488
Total Spend Authority (rounded)		\$194,000

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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.