

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Less FY21-113 – Furnish and Install Stage Draperies

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#### Introduction

##### Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-113 – Furnish and Install Stage Draperies for three (3) years from October 1, 2020 through September 30, 2023, and may, by mutual agreement between SBBC, and the Awardee, be renewed for two (2) additional one (1) year periods. This ITB replaces the existing ITB 16-149T – Furnish and Install Stage Draperies. This Bid is utilized by Physical Plant Operations (PPO) to repair or replace worn out or damaged stage curtains and draperies at various school auditoriums, cafeterias, theaters, and closed-circuit television studios.

Due to the COVID-19, the spending authority being requested is \$82,000, 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 by PPO to repair or replace worn out or damaged stage curtains and draperies at various school auditoriums, cafeterias, theaters, and closed-circuit television studios. This Bid requires replacement stage curtains and draperies to be Inherently Flame Retardant (IFR) only. This requirement eliminates the need for the costly re-application of fire-retardant treatments every five (5) years on cotton or non-IFR curtains and draperies.

#### Procurement Method

##### Responsible: PWS

The solicitation for this ITB ran from May 21, 2020, through June 11, 2020, where one hundred twenty-two (122) vendors were notified, and ten (10) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received three (3) responses, and three (3) vendors are being recommended for the award, who met all specifications, terms, and conditions of the ITB.

Below are the seven (7) vendors that downloaded the bid documents and reason(s) why they did not submit a proposal:

- ConstrucConnect – It is not a vendor it is a network and platform for construction professionals.
- Construction Journal, Ltd. - It is not a vendor, it is a network and platform for construction professionals.
- I. Weiss – Same company as IWESS Holding, LLC below. Clarification requested regarding bid specifications; an addendum was posted in Demandstar. They receive information through another platform that leads them to Demandstar.
- Inter-America Stage – Made several phone call attempts with no response.
- IWEISS Holding, LLC – Clarification requested regarding bid specifications, an addendum was posted in Demandstar. They receive information through another platform that leads them to Demandstar.
- Kenney Draperies Associates, Inc. – Considered specifications too general. Did not submit a request for information.
- New Design Furniture – Company doesn't do/provide this type of draperies.

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The Affirmative Procurement Initiative implemented in this solicitation 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 \$82,000, 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.

Please see below breakdown for entire bid term:

Average monthly expenditures	\$	6,766
Number of months		36
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Estimated forecasted spend	\$	243,576
<b>Total Spend Authority (rounded)</b>	<b>\$</b>	<b>244,000</b>

Funding for this Bid will be taken from PPO’s operating budget, SMART School Choice Enhancement Program, and Environmental Health and Safety department budget. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.