

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY21-104 – Stage Rigging and Smoke Hatch Inspection/Repair and Stage Curtain Cleaning/ Fire Retardant Treatment

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-104 – Stage Rigging and Smoke Hatch Inspection/Repair and Stage Curtain Cleaning/ Fire Retardant Treatment for a period of three (3) years October 1, 2020 through September 30, 2023, with two (2) one (1) year renewal options. FY21-104 – Stage Rigging and Smoke Hatch Inspection/Repair and Stage Curtain Cleaning/ Fire Retardant Treatment was issued to replace the previous ITB 16-109T – Stage Rigging and Smoke Hatch Inspection/Repair and Stage Curtain Cleaning/ Fire Retardant Treatment.

Due to the COVID-19, the spending authority being requested is \$145,000, 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 will be utilized by Physical Plant Operations (PPO) throughout the District to perform stage rigging and smoke hatch inspections at various school auditoriums, cafeteria stages, theatres, and television studios, as recommended by Occupational Safety and Health Administration (OSHA) section 1926.1501(a)(6) and the American National Standards Institute (ANSI) section E1.4. Each comprehensive stage rigging inspection will be followed by any necessary repairs and stage curtain cleaning/fireproofing as needed.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from May 7, 2020 through May 29, 2020. One Hundred and eight (108) vendors were notified, and eleven (11) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received four (4) responses. All vendors who downloaded the solicitation but did not submit a bid were contacted and asked why they did not submit a bid; four (4) responded, in general, that they are unable to provide the particular services represented in this ITB.

The Affirmative Procurement Initiative implemented in this solicitation is the Minority/Women Business Enterprise Annual Aspirational Goals.

Pasco County School District piggybacks the current ITB 16-109T and will piggyback new ITB FY21-104. PWS performed a market benchmark with sister School Boards, and no comparable contracts were found.

Financial Impact

Responsible: PWS and PPO

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Please see breakdown below for entire bid term:

Projected average monthly expenditures		\$12,033
<u>Number of months</u>	*	<u>36</u>
Estimated forecasted spend		\$433,188
<u>Total Spend Authority (rounded)</u>		<u>\$435,000</u>

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.