

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater FY21-107 – Lock, Keys, and Door Hardware

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-107 – Lock, Keys, and Door Hardware for a period of three (3) years October 1, 2020 through September 30, 2023, with two (2) one (1) year renewal options. FY21-107 – Lock, Keys, and Door Hardware was issued to replace the previous ITB 18-021R – Lock, Keys, Related Security, and Door Hardware.

Due to the COVID-19, the spending authority being requested is \$922,000, 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 ITB is utilized by the Physical Plant Operations (PPO) Department providing installation and replacement for all types of door and locking hardware devices used in various locations throughout the District in order to maintain a safe and secure environment in good repair. These products are essential for basic building operations.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from May 28, 2020 through June 18, 2020. Two hundred seventeen (217) vendors were notified, and twelve (12) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received three (3) 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 items or brands represented in this ITB.

The Affirmative Procurement Initiative implemented in this solicitation is the Voluntary Minority/Women Business Enterprise Distributorship Development Program.

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		\$76,792
Number of months	*	36
Estimated forecasted spend		\$2,764,512
Total Spend Authority (rounded)		\$2,765,000

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.