

## EXECUTIVE SUMMARY

### **Recommendation for First Renewal and Additional Spending Authority 18-116T – Service and Repair of Septic Tanks, Grease Traps, and Drainfields**

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#### **Introduction**

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

This request is to approve the First Renewal through December 31, 2021, and additional spending authority for Invitation to Bid (ITB) 18-116T – Service and Repair of Septic Tanks, Grease Traps, and Drainfields. ITB 18-116T was approved on November 7, 2017, with an initial three (3) year contract, from January 1, 2018 through December 31, 2020, with an option for two (2) additional one (1) year renewal periods. This Bid is utilized by the Physical Plant Operations Department (PPO) for the pump-out or repair service of septic tanks, grease traps, drainfields, and lift stations.

The additional spending authority requested is \$197,000.

#### **Goods/Services Description**

##### **Responsible: Physical Plant Operations (PPO)**

##### **This Bid is primarily utilized by the PPO Department for:**

- The pump out of all grease traps throughout the District on an annual basis.
- Emergency pump out of septic tanks and lift stations.
- Emergency service of large sewer main stoppages.
- Repair or replace baffles for grease interceptors and septic tanks.
- Repair or replace the drainfield for septic tanks.

#### **Procurement Method**

##### **Responsible: PWS**

The solicitation for this ITB ran from August 31, 2017 through October 4, 2017, where five hundred sixty-four (564) vendors were notified, and three (3) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received two (2) responses, and two (2) vendors were awarded. The bid has a primary and one (1) alternate vendor who met all specifications, terms, and conditions of the ITB. Including alternate awardees allow for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

The awarded vendors include All Liquid Environmental Services, LLC d/b/a Johnson Environmental Services, LLC, as primary, which agreed to renew the contract at the same terms, conditions, and prices as originally awarded, and Carlos Rivero Plumbing & Septic Tank Contractor, Inc., as an alternate, which declined to renew the contract. PPO agreed that exercising the first renewal of this Bid is to the best interest of the District.

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**Financial Impact  
 Responsible: PWS and PPO**

The additional spending authority requested is \$197,000, as demonstrated in the breakdown below:

Historical average monthly expenditures	\$	12,847
Number of months requested for renewal	x	12
Estimated forecasted spend for renewal period	\$	154,164
(+) Plus		
Number of Months remaining in the current contract (5)	\$	64,235
Estimated forecasted spend	\$	218,399
(-) Current unused authorized spending	\$	21,743
Proposed spending authority requested	\$	196,656
<b>Proposed additional spending authority (rounded)</b>	<b>\$</b>	<b>197,000</b>

There was an unexpected emergency project at Margate Middle School where two (2) 1,500-gallon grease traps had to be replaced. The cost was \$30,000 and as a result, the average monthly spend showed an increase.

PWS is responsible for the management 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.

PWS did a market benchmark with Miami-Dade County Public Schools and the School District of Palm Beach County and found out that pricing is in line with pricing in the District’s current bid.

**Financial Impact Table:**

Action	Date	Term (months)	Amount
Original spending authority request	11/7/2017	36	\$ 420,000
1 <sup>st</sup> Bid renewal and additional spending authority	9/15/2020	12	\$ 197,000
<b>Total Contract Amount</b>		<b>48</b>	<b>\$ 617,000</b>

Funding for this Bid will come from PPO’s operating budget. The amount requested was determined based on historical data and the Department’s requirements to satisfy the needs of the District. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.