



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:
EE-13.

MEETING DATE	2020-03-03 10:05 - School Board Operational Meeting
AGENDA ITEM	ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Procurement & Warehousing Services

Special Order Request <input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda <input checked="" type="radio"/> Yes <input type="radio"/> No

TITLE:
Piggyback Recommendation of \$500,000 or Less - FY20-188 - Mail Processing Equipment & Supplies

REQUESTED ACTION:
Approve the recommendation to make a piggyback award to the vendor(s) awarded by the Florida Department of Management Services. Contract term: March 22, 2020 through February 19, 2022, 2 Years; User Department: District-wide; Award Amount: \$245,000; Awarded Vendor(s): Pitney Bowes, Inc.; Neopost USA; Small/Minority/Women Business Enterprise Vendor(s): None.

SUMMARY EXPLANATION AND BACKGROUND:
This new piggyback will align with the expiration date of the State contract. It provides a vehicle to lease mail processing equipment on a monthly recurring charge and related services like maintenance of the equipment, and supplies.
The State Contract has been reviewed and approved as to form and legal content by the Office of the General Counsel.
A copy of the approved documents are available online at: http://www.broward.k12.fl.us/supply/agenda/OriginalExecutedDocuments_57-105N.pdf

SCHOOL BOARD GOALS:
 Goal 1: High Quality Instruction Goal 2: Safe & Supportive Environment Goal 3: Effective Communication

FINANCIAL IMPACT:
The estimated financial impact to the District will be \$245,000. The funding source will come from the schools and departments' operating budgets. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

EXHIBITS: (List)
(1) Executive Summary (2) Financial Analysis Worksheet (3) State Contract (4) Surveys-18

BOARD ACTION:
APPROVED
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:	
Name: Mary C. Coker	Phone: 754-321-0501
Name:	Phone:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Maurice L. Woods - Chief Strategy & Operations Officer

Signature
Maurice Woods
2/18/2020, 4:35:26 PM

Approved In Open Board Meeting On:

MAR 03 2020

By: *Donna K...*
School Board Chair

EXECUTIVE SUMMARY

Piggyback Recommendation of \$500,000 or Less FY20-188 – Mail Processing Equipment & Supplies

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to make a piggyback award to the vendor(s) awarded by the Florida Department of Management Services (DMS) State Term Contract No. 44102100-17-1, Bid ID FY20-188 – Mail Processing Equipment & Supplies with a contract term of two (2) years, beginning on March 22, 2020 through February 19, 2022.

The dates of this Piggyback will align with the State contract expiration date. The spending authority being requested is \$245,000.

This Piggyback will replace the current Bid ID 57-105N, which was administratively approved by the Superintendent through a *Post Board Memo on March 21, 2017, for three (3) years starting March 22, 2017 through March 21, 2020, with an approved spending authority of \$350,000. On January 14, 2020, Regular School Board Meeting, an additional spending authority of \$30,000 was approved for the current bid ID 57-105N. The total contract awarded value was \$380,000.

Goods/Services Description

Responsible: End User Department

This contract is used District-wide and provides a vehicle to acquire mail processing equipment, related supplies, and services from Neopost USA and Pitney Bowes, Inc., which are the two (2) awarded vendors in the DMS contract. Core products offered under this Contract are the maintenance and lease of equipment, classified under the following categories:

Category Number	Specifications of Mailing Machine (All must include meter)
1	Mailing machine with capacity to meter between 15 and 20 LPM with minimum of 2 pound (lb) scale
2	Mailing machine with capacity to meter between 21 LPM and 50 LPM and with sealer, and differential weighing and minimum of 5 lb scale
3	Mailing machine with capacity to meter between 51 LPM and 100 LPM with sealer, differential weighing and minimum of 5 lb scale
4	Mailing machine with capacity to meter between 100 LPM and 179 LPM with sealer, differential weighing and minimum of 5 lb scale
5	Mailing machine with capacity to meter up to 179 LPM with sealer, differential weighing, dynamic scale and minimum of 5 lb scale
6	Mailing machine with capacity to meter 180 LPM with sealer, differential weighing, dynamic scale and minimum of 10 lb scale

Procurement Method

Responsible: PWS

Pursuant to Purchasing Policy 3320 and the Department of Education, Rule 6A-1.012, 11(a), Florida Administrative Code as authorized by Section 1010.04(4)(a), Florida Statutes, and Purchasing Policy 3320, Section II, M, the requirement for requesting competitive solicitations from three (3) or more sources is hereby waived. The School Board of Broward County, Florida (SBBC), may make purchases at or below the specified prices from contracts awarded by other City or County Governmental Agencies, other District School Boards, Community Colleges, Federal Agencies, the Public or Governmental Agencies of any State, or from State University System Cooperative bid agreements.

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SBBC released ITB FY20-136 on October 10, 2019, and opened it on November 15, 2019. One (1) bid was received, and one (1) vendor submitted a no-bid response. The bid received did not commit to SBBC’s terms and conditions; since the vendor stated it would only follow the State Contract terms and conditions, ITB FY20-136 was rejected on January 14, 2020, at the School Board meeting.

The State of Florida is committed to supporting its diverse business community by creating opportunities and ensuring the participation of minority, women, and veteran-owned business enterprises in the economic life of the State.

**Financial Impact
Responsible: PWS and End User Department**

The spending authority estimated for this contract is \$245,000 as calculated below:

<u>Historical average monthly expenditure</u>	<u>\$ 10,140</u>
<u>Number of months</u>	<u>24</u>
<u>Estimated spending authority</u>	<u>\$ 243,360</u>
<u>Estimated spending authority (rounded)</u>	<u>\$ 245,000</u>

The funding source will come from the departments/schools’ operating budget.

The vendors being recommended for the award on this board item are the same vendors currently providing the services under current bid ID 57-105N.

* Post Board Memo: In accordance with Purchasing Policy 3320, Part II, Rules (P), (S), “the Superintendent is authorized to purchase commodities or contractual services where the total amount does not exceed \$500,000 and does not exceed the applicable appropriation in the District’s budget” and “if the requested spending authorization for purchases from contracts or exemptions described herein is less than \$500,000, then the Superintendent is authorized to make purchases from the contract without prior School Board approval.

The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.