

## EXECUTIVE SUMMARY

### Recommendation for First Renewal and Reduction of Spending Authority 18-095R – Concrete Cutting & Core Drilling Services

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#### **Introduction**

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

This request is to approve the First Renewal and reduction of spending authority for Request for Proposal (RFP) 18-095R – Concrete Cutting & Core Drilling Services. This RFP was approved at the School Board Operational Meeting on December 5, 2017, with a spending authority of \$260,000 and a contract term of thirty-three (33) months from December 6, 2017 through September 30, 2020, with a renewal option for two (2) additional one (1) year periods.

The reduction of the spending authority being requested is \$150,000.

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

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

The Concrete Cutting & Core Drilling Services contract is utilized by Physical Plant Operations (PPO) on an as-needed basis for specialty type of concrete work such as:

- Concrete slab or curb cutting
- Concrete core drilling
- Concrete wall/concrete block cutting for metal door replacements
- Indoor concrete slab cutting and removal for evening plumbing repairs

#### **Procurement Method**

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

The solicitation ran from starting August 28, 2017 through September 29, 2017. There were fifty-five (55) vendors notified, six (6) vendors downloaded the RFP, and one (1) proposal was received before bid opening. The RFP was evaluated by a committee and awarded to American Cutting & Drilling Company, Inc. (ACDC), who met all specifications, terms, and conditions of the RFP. ACDC agrees to renew at the same terms and conditions as originally negotiated.

Procurement & Warehousing Services (PWS) did a market benchmark with Miami-Dade County Public Schools and the School District of Palm Beach County and no comparable contracts were found. PWS and PPO agreed that exercising the renewal of this Bid is to the best interest of the District.

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**Financial Impact  
 Responsible: PWS and PPO**

The reduction of the spending authority being requested is \$150,000, as demonstrated in the breakdown below:

Historical average monthly expenditures		\$	2,469
Number of months requested for renewal	x		12
Estimated forecasted spend		\$	29,628
(-) Current unused authorized spending		\$	180,995
Proposed spending authority reduction		\$	151,367
<b>Proposed Spending Authority Reduction (rounded)</b>		<b>\$</b>	<b>150,000</b>

**Financial Impact Table:**

Action	Date	Term (years)	Amount
Original Spending Authority Request	12/5/2017	2.75	\$ 260,000
1 <sup>st</sup> Renewal + Reduction of Spending Authority	9/15/2020	1	\$ (150,000)
<b>New Total Contract amount</b>		<b>3.75</b>	<b>\$ 110,000</b>

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.

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.