

EXECUTIVE SUMMARY

**Recommendation of \$500,000 or Less
FY21-144 – Theater Dimming Racks and Related Stage Lighting Equipment**

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-144 – Theater Dimming Racks and Related Stage Lighting Equipment for a period of three (3) years from October 1, 2020 through September 30, 2023, and may, by mutual agreement between The School Board of Broward County, Florida, and the Awardee, be renewed for two (2) additional one (1) year renewal periods. FY21-144 was issued to replace the previous ITB 19-072R – Theater Dimming Racks and Related Stage Lighting Equipment.

Due to the COVID-19, the spending authority being requested is \$264,000, 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 provides installation and replacement of aging theater dimmer racks and stage lighting equipment which also includes controls, emergency lighting fixtures, and house lighting fixtures. This Bid is also used for repair services including controls, emergency lighting fixtures, and house lighting fixtures.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from July 10, 2020 through August 11, 2020. One hundred eleven (111) vendors were notified, and seventeen (17) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received three (3) responses.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid was the Voluntary Minority/Women Business Enterprise Distributorship Development Program.

Financial Impact

Responsible: PWS and PPO

Due to the COVID-19, the spending authority being requested is \$264,000, 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.

Please see below breakdown for entire bid term:

Projected Average Monthly Expenditures	\$	21,928
<u>Number of months</u>	<u>X</u>	<u>36</u>
Estimated forecasted spend	\$	789,408
<u>Total Spend Authority (rounded)</u>	<u>\$</u>	<u>790,000</u>

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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.

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.