

EXECUTIVE SUMMARY

Recommendation for First Renewal and Additional Spending Authority FY20-120 – Fertilizers, Pesticides, & Lawn Chemicals

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the First Renewal through October 30, 2021, and additional spending authority for Invitation to Bid (ITB) FY20-120 – Fertilizers, Pesticides, & Lawn Chemicals. ITB FY20-120 was approved on October 2, 2019, with an initial one (1) year contract, from November 1, 2019 through October 30, 2020, with an option for two (2) additional one (1) year renewal periods. This Bid is used by Physical Plant Operations (PPO) to purchase lawn chemicals and pesticides to maintain and manage the District's fields, lawns, common grounds, and landscapes

The additional spending authority requested is \$372,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid is used by PPO to purchase lawn chemicals and pesticides to maintain and manage the District's fields, lawns, common grounds, and landscapes. These products have been approved by the District's Risk Management Department and are applied by District certified technicians.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from July 31, 2019 through August 29, 2019. One hundred fifty-eight (158) vendors were notified, and sixteen (16) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received six (6) responses. The bid has a primary and up to three (3) alternate vendors who met all specifications, terms, and conditions of the ITB. Including alternate awardees allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

This Bid is only for an original one (1) year period as the market for fertilizers and pesticides, which are petrochemicals, is volatile and price varies often. As a commodity, it is best to do a one (1) year contract and assess the market on an annual basis.

The awarded vendors include Diamond R Fertilizer Co., Inc., Florida Irrigation Supply, Inc. d/b/a FIS Outdoor, Inc., Harrell's, Inc., Mar Green Resources, LLC, and Siteone Landscaping Supply, LLC, which agreed to renew the contract at the same terms, conditions, and prices as originally awarded. Sunniland Corporation declined to renew the contract. Florida Irrigation Supply, Inc. dba FIS Outdoor, and Harrell's, Inc. agreed to renew the contract at the same terms, conditions, and some materials price increase. PPO agreed that exercising the First Renewal of this Bid is in the best interest of the District.

**Recommendation for First Renewal and Additional Spending Authority
 FY20-120 – Fertilizers, Pesticides, & Lawn Chemicals
 September 15, 2020 Board Agenda
 Page 2**

Financial Impact

Responsible: PWS and PPO

The additional spending authority requested is \$372,000, as demonstrated in the breakdown below:

Historical average monthly expenditures	\$	30,058
Number of months requested for renewal	x	12
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Estimated forecasted spend for renewal period	\$	360,696
(+) Plus		
Number of Months remaining in the current contract (3)	\$	90,174
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Estimated forecasted spend	\$	450,870
(-) Minus		
Current unused authorized spending	\$	79,481
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Proposed additional spending authority requested	\$	371,389
Proposed additional spending authority (rounded)	\$	372,000

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 no comparable contracts were found.

Financial Impact Table:

Action	Date	Term (months)	Amount
Original spending authority request	10/2/2019	12	\$ 350,000
1 st Bid renewal and additional spending authority	9/15/2020	12	\$ 372,000
Total Contract Amount		24	\$ 722,000

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.