

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater (RFP) FY21-106 – School and Department Furniture

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#### **Introduction**

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

This item requests approval of agreements with Apricot Office Interiors, Inc., Classroom Outfitters, LLC, Empire Office, Inc., Berwin Inc. d/b/a JC White Architectural Interior Products, Lakeshore Equipment Company, School Specialty, Inc., Schoolhouse Products, Inc., and Virco Inc. for the provision of furniture pursuant to Request for Proposal (RFP) FY21-106 – School and Department Furniture, for a term of three (3) years commencing upon Board-approval, and may, by mutual agreement, be extended for two (2) additional, one (1) year periods. (RFP) FY21-106 was issued to replace the previous Invitation to Bid (ITB) 17-009V – School and Department Furniture and 18-044T – Outdoor Tables, Benches, and Trash Receptacles.

The spending authority being requested is \$8,080,000.

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

##### **Responsible: PWS and District-wide**

The purpose of this RFP is to solicit proposals from qualified vendors wishing to provide furniture solutions, including space solutions, and products for School and Department Furniture delivery, installation, and other related services that are commonly used in various schools and departments of The School Board of Broward County, Florida.

All school furniture orders must be approved by the school's principal, and department furniture orders are approved by the Department's Director; however, no district office or buildings other than schools can purchase furniture without prior approval.

#### **Procurement Method**

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

The solicitation for this RFP ran from June 25, 2020 through July 22, 2020. One hundred eighty-five (185) vendors were notified, and fifty-eight (58) vendors downloaded the RFP documentation. Procurement & Warehousing Services (PWS) received twenty-two (22) responses.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid was the Evaluation Preference for Small Business Enterprise Prime Bidders.

This Bid brings a new concept for furniture purchase since it is not only based on catalog but also in solutions to accommodate District's recent requests to have a Bid and vendors that may allow the District to procure different alternatives that fit the needs for education customized spaces, including but not limited to Magnet and iCan (i.e.: game room, science, law, etc.). On July 6, 2020, PWS staff held a Non-Mandatory Proposers' Conference to explain the requirements of the RFP, and sixteen (16) vendors attended. The vendors will be competing among themselves on such projects, and the best value-added solution shall be selected. The Evaluation Committee was comprised of representatives from different areas as Innovative Programs, Facilities, and Career, Technical & Adult/Community Education. Nineteen (19) vendors provided presentations to the Evaluation Committee for scoring.

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**Protest:**

The District received two (2) notices of protest. The first notice to intent to protest from Libero Consulting Group, Inc. d/b/a LCG Space Makers & Office Furniture was received on August 10, 2020; however, after the ten (10) days, as established by Purchasing Policy 3320, the vendor did not file the formal written protest. PWS staff contacted the vendor on August 24, 2020, and confirmed the vendor decided not to file the formal protest.

The second notice to protest from Office Xpress Supply, Inc. was received on August 17, 2020. The protest notice was dismissed based on the fact the vendor communicated its intent to protest beyond the seventy-two (72) hours after the posting of the recommendation tabulation, as defined by Purchasing Policy 3320. After a few official communications exchanged with the vendor, PWS staff along with Economic Development & Diversity Compliance Department and the Legal Counsel Office reviewed the claims made by the vendor and submitted a final letter, on September 8, 2020, stating no issues were found; therefore the District would move forward with the existing recommendation tabulation.

**Financial Impact**

**Responsible: PWS**

The spending authority being requested is \$8,080,000 according to the below breakdown:

Spending Authority request (general funds)*		\$	200,000
Forecasted spending for SMART Projects**	+	\$	7,130,000
Forecasted spending for iCAN Projects***	+	\$	750,000
<b>Total Spend Authority (rounded)</b>		<b>\$</b>	<b>8,080,000</b>

\*\*The Superintendent did not include any allocation for furniture in the District-based general fund budget recommendation to the School Board at the budget hearing on July 28, 2020. As a result, any furniture will only be purchased if it is part of the implementation of a grant or included in an approved capital project (including the SMART Program).

\*\*The SMART Program utilizes this Bid for School Choice Enhancement Projects (SCEP) to purchase furniture and related items. Approved construction projects (including SMART) for new building and renovation projects also use this Bid for equipment. SMART construction projects and SCEP led to the requested additional spend authority.

\*\*\*The Integrated Career Academic Networks (iCAN) magnet program will utilize this Bid to furnish selected classrooms at any of the six (6) iCAN schools into real-life classroom experiences such as law, engineering, and robotics, and eSports classrooms.

The below-projected amount of \$12,524,508, based on the historical average monthly expenditure, was reduced to cover emergency needs, SMART and iCAN Projects. No purchases shall be made without prior review and approval from PWS.

Projected amount based on historical purchases (for information purposes only):

Projected Average Monthly Expenditures		\$	347,903
Number of months		X	36
Estimated forecasted spend		\$	12,524,508

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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.

The funding source will come from the general funds (school budgets only), grant funds as well as the capital budget for approved construction projects including SMART and SCEP. The amount requested was determined 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.



# PROCUREMENT & WAREHOUSING SERVICES

## BID INFORMATION

New Bid # (Ex: 10-004R):	FY21-106	Preparation Date:	August 24, 2020
Previous Bid # (Ex: 10-004R):	17-009V	Buyer/PA:	EDGAR LUGO
New Bid Award Total:	\$8,080,000	Bid Title:	SCHOOL AND DEPARTMENT FURNITURE (09/20 Board Date)
Previous Award Total:	\$16,700,000		
Bid Type:	NEW BID		
Previous Bid Term (Start Date):	10/21/2016	New Bid Term (In Months):	36
Previous Bid Term (End Date):	9/30/2020	# of Months Into Bid:	46

## SPEND REPORTING

Purchase Order(s) Spend:	\$15,790,396
P Card Purchases:	\$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	\$15,790,396
Average Monthly Expenditure:	\$343,269
Unused Authorized Spending:	\$909,604
Est. Forecasted Spend (For Entire Bid Term):	

## VENDOR INFORMATION

Awarded Vendors:	M/WBE Status (If applicable):	Spend:
100356-VIRCO MFG CORPORATION		\$ 3,366,217
106464-BERWIN INC DBA JC WHITE FURNITURE		\$ 1,625,069
131746-CONTRAX HOLDINGS LLC		\$ 1,282,878
116335-EMPIRE OFFICE		\$ 1,266,345
108356-SCHOOL SPECIALTY INC		\$ 1,251,126
112331-SCHOOLHOUSE PRODUCTS INC		\$ 1,211,640
116972-APRICOT OFFICE INTERIORS INC		\$ 996,155
116352-OFFICE EXPRESS SUPPLIES INC		\$ 938,962
106911-LAKESHORE LEARNING MATERIALS		\$ 802,448
117282-LIBERO CONSULTING GROUP INC		\$ 751,496
117283-GLOBAL INDUSTRIES INC		\$ 737,748
128514-CLASSROOM OUTFITTERS LLC		\$ 411,605
129894-EMPIRE OFFICE		\$ 215,516
111696-SCHOOL SPECIALTY INC		\$ 191,777
114818-STAPLES CONTRACT (FURNITURE)		\$ 181,952
110455-ERNIE MORRIS ENTERPRISES INC		\$ 147,764
100352-UNIVERSAL SEATING COMPANY		\$ 103,573
102671-LIBRARY INTERIORS OF FLORIDA INC		\$ 92,493
106332-KAPLAN COMPANIES		\$ 58,423
105568-VIRCO INC		\$ 46,275
108252-TROXELL COMMUNICATIONS INC		\$ 31,537
128513-COMPASS OFFICE SOLUTIONS LLC		\$ 30,159
109185-STAPLES ADVANTAGE - OFFICE SUPPLIES		\$ 21,090
117291-CONTRAX FURNISHINGS LLC		\$ 17,889
108220-FISHER SCIENTIFIC		\$ 9,835
105070-DECKER INC DBA DECKER EQUIPMENT INC		\$ 423
	<b>PO VENDOR SPEND:</b>	<b>\$ 15,790,396</b>
	<b>P-CARD SPEND:</b>	<b>\$ -</b>
	<b>TOTAL SPEND:</b>	<b>\$ 15,790,396</b>

## NOTES (Type Below):

FUND	LOCATION	GRANT	FUNDED PROGRAM	FA - ALL	CMMT ITEM
4210	ELY BLANCHE H	A98120011.2021	A9812001101.0361A	5103000000000000	56410000
4210	NEW RIVER M	A98120011.2021	A9812001101.0881	5102000000000000	56410000
4210	OLSEN M	A98120011.2021	A9812001101.0471	5102000000000000	56410000
4210	POMPANO BEACH M	A98120011.2021	A9812001101.0021	5102000000000000	56410000
4210	SOUTH BROWARD H	A98120011.2021	A9812001101.0171	5103000000000000	56410000
4210	STRANAHAN H	A98120011.2021	A9812001101.0211	5103000000000000	56410000

Default Funding Source		Department Approval	
Cost Center	Multiple	Name (First & Last)	Jeffrey Moquin
Fund	1000/3XXX	Title	Chief of Staff
Functional Area	Multiple	Department/School Name	District-wide
Commitment Item	564X0000/564X0X00	Sign-off provided by	Jeffrey Whitney

Data Source: SAP and Works (Bank of America system) Prepared on:

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.



**PROCUREMENT & WAREHOUSING SERVICES**

**FINANCIAL ANALYSIS WORKSHEET**

**BID INFORMATION**

New Bid # (Ex: 10-004R):	FY21-106	Preparation Date:	August 24, 2020
Previous Bid # (Ex: 10-004R):	18-044T	Buyer/PA:	EDGAR LUGO
New Bid Award Total:	\$8,080,000	Bid Title:	Outdoor Tables, Benches, and Trash Receptacles
Previous Award Total:	\$400,000		
Bid Type:	NEW BID		
Previous Bid Term (Start Date):	10/1/2017	New Bid Term (In Months):	36
Previous Bid Term (End Date):	9/30/2020	# of Months Into Bid:	34

**SPEND REPORTING**

Purchase Order(s) Spend:	\$156,454
P Card Purchases:	\$1,085
<b>Total Invoiced-to-Date Amount (PO + Pcard Purchases):</b>	<b>\$157,539</b>
Average Monthly Expenditure:	\$4,634
<b>Unused Authorized Spending:</b>	<b>\$242,461</b>
Est. Forecasted Spend (For Entire Bid Term):	

**VENDOR INFORMATION**

Awarded Vendors:	M/WBE Status (If applicable):	Spend:
101710-BLISS PRODUCTS & SERVICES INC		\$ 82,505
106744-SWARTZ ASSOCIATES INC		\$ 53,592
108356-SCHOOL SPECIALTY INC		\$ 15,751
103603-BARCO PRODUCTS COMPANY		\$ 3,698
119070-GOMEZ CHEMICALS INC DBA BEACH-O-RAM		\$ 898
112331-SCHOOLHOUSE PRODUCTS INC		\$ 11
	<b>PO VENDOR SPEND:</b>	<b>\$ 156,454</b>
	<b>P-CARD SPEND:</b>	<b>\$ 1,085</b>
	<b>TOTAL SPEND:</b>	<b>\$ 157,539</b>

**NOTES (Type Below):**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.

**FAW Attachment - Purchasing Card Report**

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P-card expenditures associated with the 18-044T – Outdoor Tables, Benches, and Trash Receptacles since October 1, 2017, as demonstrated in the table below.

<b>Vendor Name</b>	<b>Total Amount</b>
Swartz Associates	\$ 1,085
Total	\$ 1,085