

EXECUTIVE SUMMARY

Recommendation for Second Renewal and Additional Spending Authority 17-148R – Plumbing Supplies

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the Second and Final Renewal through December 31, 2021, and additional spending authority for Invitation to Bid (ITB) 17-148R – Plumbing Supplies. ITB 17-148R was approved on December 20, 2016, with an initial three (3) year contract, from December 21, 2016 through December 31, 2019, with and authorized spending authority of \$2,500,000, and with an option for two (2) additional one (1) year renewal periods. The First Renewal and a reduction of Spending Authority was approved on October 2, 2019. Additional spending authority was approved on February 4, 2020.

The additional spending authority being requested is \$932,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Catalog Discount bid enables the Stockroom to have a ready source to purchase plumbing supplies, parts, fixtures, pipes, tubing, and related items at firm price discounts in support of the Physical Plant Operations (PPO) staff. In order to maintain a sanitary, safe, and healthy environment, all plumbing and mechanical systems must be consistently maintained. This Bid enables PPO staff to have the supplies, parts, and fixtures needed in order to repair and maintain, in continuously good working order, all these systems throughout the District. This Bid also includes the purchase of hands-free cup-filler faucets that will be retrofitted onto hallway drinking fountains in schools in response to COVID-19.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from October 21, 2016 through November 10, 2016. The Bid was awarded to a primary and an alternate vendor, per item, who met all specifications, terms, and conditions of the Bid. The awarded vendors include Apple Specialty Inc., Best Plumbing Specialties Inc., Lehman Pipe and Plumbing Supply Inc., and Palm Beach Plumbing Parts Inc., which agreed to renew the contract at the same terms, conditions, and prices as originally awarded. PPO agreed that exercising the second and final renewal of this Bid is in the best interest of the District.

Financial Impact

Responsible: PWS and PPO

The additional spending authority requested is \$932,000, as demonstrated in the breakdown below:

Historical average monthly expenditures	\$	55,772
Number of months requested for renewal	x	12
Estimated forecasted spend for renewal period	\$	669,264
(+) Plus		
Number of months remaining in the current contract (4)	\$	223,088
(+) Plus		
Retrofit cup-filler faucets due to COVID-19 (2,500 at \$168/unit)	\$	420,000
Estimated forecasted spend	\$	1,312,352
(-) Minus Current unused authorized spending	\$	381,028
Proposed additional spending authority requested	\$	931,324
Proposed Additional Spending Authority (rounded)	\$	932,000

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Procurement & Warehousing Services 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.

Financial Impact Table:

Action	Date	Term (months)	Amount
Original spending authority request	12/21/2016	36	\$ 2,500,000
1 st Bid renewal and reduction of spending authority	10/2/2019	12	\$ (220,000)
Additional spending authority	2/4/2020		\$ 555,000
2 nd Bid renewal and additional spending authority	10/20/2020	12	\$ 932,000
Total Contract Amount		60	\$ 3,767,000

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.