

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority 19-002V – Employee Uniforms and School Apparel (Catalog)

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation for additional spending authority for Invitation to Bid (ITB) 19-002V – Employee Uniforms and School Apparel (Catalog). The School Board approved this ITB on February 21, 2018, at the Regular School Board Meeting, with a contract term of three (3) years from May 1, 2018 through April 30, 2021, with a renewal option for two (2) additional one (1) year renewal periods and spending authority of \$475,000.

The School Board approved an additional spending authority of \$200,000 on September 4, 2019, requested by the Safety, Security & Emergency Preparedness Department (SSEP) to purchase apparel for security personnel to provide a uniform look across the District.

The requested additional spending authority being requested is \$210,000.

Goods/Services Description

Responsible: Safety, Security and Emergency Preparedness (SSEP)

This ITB is used District-wide and allows the departments and schools to purchase:

- Employee uniforms consisting of pants, T-shirts, and polo shirts
- Uniform type apparel with embroidery and/or logo for customized purchases
- School apparel for cafeteria workers from Food & Nutrition Services and Campus Monitors
- Uniforms for Security Specialists in the Special Investigative Unit and Safety, Security & Emergency Preparedness

Procurement Method

Responsible: PWS

This ITB was competitively solicited per Purchasing Policy 3320, Part II, Rule D, and Florida Administrative Code 6A-1.012(7). The School Board of Broward County, Florida (SBBC), released ITB 19-002V on November 7, 2017, and was opened on December 6, 2017. Procurement & Warehousing Services received seven (7) bids. Two (2) are from certified Small/Minority/Women Business Enterprise vendors.

Financial Impact

Responsible: PWS

This request is solely considering the purchases placed to fulfill the Safety, Security & Emergency Preparedness Department's needs not anticipated when calculating the original spending. This approval will ensure the District will have enough spending authority to perform its regular purchases until contract expiration.

The projected additional spending authority to purchase uniforms for security personnel is \$210,000 bringing the total spending authority for this ITB to \$885,000.

Projected Additional spending authority (SSEP use only) \$210,000

**Recommendation for Additional Spending Authority
 19-002V – Employee Uniforms & School Apparel (Catalog)
 October 20, 2020 Board Agenda
 Page 2**

Breakdown by Role:

Estimate by Role	Total
Campus Monitors & Security Specialists	\$172,000
Campus Security Managers	\$8,000
Armed Safe School Officers	\$30,000
TOTAL	\$210,000

Financial Impact Table:

Action	Date	Term (years)	Amount
Original Spending Authority Request	2/21/2018	3	\$ 475,000
Additional Spending Authority	9/4/2019	-	\$ 200,000
Additional Spending Authority	10/20/2020	-	\$ 210,000
New Total Contract Amount		3	\$ 885,000

Funding for this Bid will come from the Schools and Departments' operating budgets; however, the additional amount requested of \$210,000 will be funded by Safety, Security & Emergency Preparedness budget. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.