

## **Executive Summary**

### **Recommendation for First Renewal and Additional Spending Authority 18-142R – Vehicle Parts, Supplies, and Related Items**

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#### **Introduction**

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

This request is to approve the first renewal for Invitation to Bid (ITB) 18-142R – Vehicle Parts, Supplies, and Related Items. ITB 18-142R was approved on December 19, 2017, with an initial three (3) year contract term beginning January 1, 2018 through December 31, 2020, with an option for two (2) additional one (1) year renewal periods. This Bid is utilized by the Student Transportation & Fleet Services (STFS) to purchase vehicle parts and supplies.

The additional spending authority being requested is \$1,530,000. The new spending authority will be \$9,430,000.

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

##### **Responsible: Student Transportation & Fleet Services**

This ITB will provide STFS the ability to procure the parts, supplies, and equipment used to repair, maintain, and service the District's automotive fleet. The District's automotive fleet includes the white fleet vehicles; trucks - light, medium & heavy duty; and school buses.

#### **Procurement Method**

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

The procurement method chosen is through a competitive solicitation, which is required by Purchasing Policy 3320, Part II, Rule D, and Florida Code -A-1.012(7).

The solicitation was released to the public from November 9, 2017 through December 1, 2017. One hundred twenty-five (125) vendors were notified through Demandstar, eighteen (18) vendors downloaded the ITB documentation and twelve (12) bids were received.

Eleven (11) vendors were awarded under this ITB, Acuity Specialty Products, Inc. d/b/a ZEP Sales and Service, Danevan Inc. d/b/a Davie Battery & Alternator, Florida Transportation System, Inc., Matthew Bus Alliance, Inc., O'Reilly Automotive Stores, Inc. d/b/a O'Reilly Auto Parts, Ramar Enterprises of Broward, Inc. d/b/a L&L Distributors, Rechten International Trucks, Inc., School Bus Parts Co., Total Truck Parts, Inc., TP Investment Group, LLC d/b/a Kenworth of South Florida, and Vehicle Maintenance Program Inc. Each of the eleven (11) vendors agreed to renew with the District and, to maintain the current pricing. Currently, this ITB is being utilized as a piggyback by approximately five (5) other governmental entities.

#### **Financial Impact**

##### **Responsible: PWS and STFS**

The total additional spending authority estimated is \$1,530,000, as calculated below:

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Average monthly expenditure		\$ 209,538
Project spending authority for the renewed contract term	x	12
Forecasted spending	=	\$2,514,456
(-) Unused authorized spending		\$ 985,262
Additional projected spending authority for current term		\$1,529,194
<b>Recommended Additional Spending Authority(rounded)</b>		<b>\$1,530,000</b>

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 (years)	Amount
Original spending authority request	12/19/2017	3	\$ 7,900,000
Renewal and additional spending authority	10/20/2020	1	\$ 1,530,000
<b>Total Contract Amount</b>		<b>4</b>	<b>\$ 9,430,000</b>

The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.