

## EXECUTIVE SUMMARY

### **Piggyback Recommendation of \$500,000 or Less FY20-188 – Mail Processing Equipment & Supplies**

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#### **Introduction**

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

This request is to approve the recommendation to make a piggyback award to the vendor(s) awarded by the Florida Department of Management Services (DMS) State Term Contract No. 44102100-17-1, Bid ID FY20-188 – Mail Processing Equipment & Supplies with a contract term of two (2) years, beginning on March 22, 2020 through February 19, 2022.

The dates of this Piggyback will align with the State contract expiration date. The spending authority being requested is \$245,000.

This Piggyback will replace the current Bid ID 57-105N, which was administratively approved by the Superintendent through a \*Post Board Memo on March 21, 2017, for three (3) years starting March 22, 2017 through March 21, 2020, with an approved spending authority of \$350,000. On January 14, 2020, Regular School Board Meeting, an additional spending authority of \$30,000 was approved for the current bid ID 57-105N. The total contract awarded value was \$380,000.

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

##### **Responsible: End User Department**

This contract is used District-wide and provides a vehicle to acquire mail processing equipment, related supplies, and services from Neopost USA and Pitney Bowes, Inc., which are the two (2) awarded vendors in the DMS contract. Core products offered under this Contract are the maintenance and lease of equipment, classified under the following categories:

<b>Category Number</b>	<b>Specifications of Mailing Machine (All must include meter)</b>
<b>1</b>	<b>Mailing machine with capacity to meter between 15 and 20 LPM with minimum of 2 pound (lb) scale</b>
<b>2</b>	<b>Mailing machine with capacity to meter between 21 LPM and 50 LPM and with sealer, and differential weighing and minimum of 5 lb scale</b>
<b>3</b>	<b>Mailing machine with capacity to meter between 51 LPM and 100 LPM with sealer, differential weighing and minimum of 5 lb scale</b>
<b>4</b>	<b>Mailing machine with capacity to meter between 100 LPM and 179 LPM with sealer, differential weighing and minimum of 5 lb scale</b>
<b>5</b>	<b>Mailing machine with capacity to meter up to 179 LPM with sealer, differential weighing, dynamic scale and minimum of 5 lb scale</b>
<b>6</b>	<b>Mailing machine with capacity to meter 180 LPM with sealer, differential weighing, dynamic scale and minimum of 10 lb scale</b>

#### **Procurement Method**

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

Pursuant to Purchasing Policy 3320 and the Department of Education, Rule 6A-1.012, 11(a), Florida Administrative Code as authorized by Section 1010.04(4)(a), Florida Statutes, and Purchasing Policy 3320, Section II, M, the requirement for requesting competitive solicitations from three (3) or more sources is hereby waived. The School Board of Broward County, Florida (SBBC), may make purchases at or below the specified prices from contracts awarded by other City or County Governmental Agencies, other District School Boards, Community Colleges, Federal Agencies, the Public or Governmental Agencies of any State, or from State University System Cooperative bid agreements.

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SBBC released ITB FY20-136 on October 10, 2019, and opened it on November 15, 2019. One (1) bid was received, and one (1) vendor submitted a no-bid response. The bid received did not commit to SBBC's terms and conditions; since the vendor stated it would only follow the State Contract terms and conditions, ITB FY20-136 was rejected on January 14, 2020, at the School Board meeting.

The State of Florida is committed to supporting its diverse business community by creating opportunities and ensuring the participation of minority, women, and veteran-owned business enterprises in the economic life of the State.

**Financial Impact  
Responsible: PWS and End User Department**

The spending authority estimated for this contract is \$245,000 as calculated below:

<u>Historical average monthly expenditure</u>	<u>\$ 10,140</u>
<u>Number of months</u>	<u>24</u>
<u>Estimated spending authority</u>	<u>\$ 243,360</u>
<b><u>Estimated spending authority (rounded)</u></b>	<b><u>\$ 245,000</u></b>

The funding source will come from the departments/schools' operating budget.

The vendors being recommended for the award on this board item are the same vendors currently providing the services under current bid ID 57-105N.

\* Post Board Memo: In accordance with Purchasing Policy 3320, Part II, Rules (P), (S), "the Superintendent is authorized to purchase commodities or contractual services where the total amount does not exceed \$500,000 and does not exceed the applicable appropriation in the District's budget" and "if the requested spending authorization for purchases from contracts or exemptions described herein is less than \$500,000, then the Superintendent is authorized to make purchases from the contract without prior School Board approval.

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