

EXECUTIVE SUMMARY

Recommendation to Approve First Renewal and Additional Spending Authority 18-157B – Calibrate and Repair of Audiological Equipment

Introduction

Responsible: Procurement & Warehousing (PWS)

This request is to approve the First Renewal and Additional Spending Authority for Invitation to Bid (ITB) 18-157B – Calibrate and Repair of Audiological Equipment. This ITB will facilitate the calibration and repair of audiological equipment at various locations throughout the District. The ITB was approved by the School Board at the SBOM on March 6, 2018, under Item EE-8, for two (2) years starting April 1, 2018 through April 30, 2020, with a renewal option for two (2) additional one (1) year periods, with an approved spending authority of \$72,000.

The additional spending authority being requested is \$40,000.

Goods/Services Description

Responsible: Exceptional Student Learning Support (ESLS)

This Bid includes but is not limited to the annual calibrations of tympanometer and audiometers. The Exceptional Student Learning Support Department will manage the bid, and the budget will come from various school and department operating budgets throughout the District.

Procurement Method

Responsible: PWS

The solicitation ran from January 8, 2018 through February 12, 2018. There were six hundred and six (606) vendors notified, six (6) vendors downloaded the ITB, and one (1) proposal was received before bid opening. As stated in the ITB, the bid shall be awarded by ITEM OR BY GROUP to the lowest responsive and responsible bidder (including price with Small/Minority/Women Business Enterprise incentive calculation), that meets all specifications, terms, and conditions.

The decision to renew was based on the limited number of established Vendors providing this service. In addition, this Vendor was awarded after the third release of the ITB, where one (1) response was received.

Financial Impact

Responsible: PWS and ESLS

The additional requested additional spending authority for the one (1) year renewal will be \$40,000 as demonstrated below:

Historical average monthly expenditures	\$	3,270
<u>Number of months for renewal period</u>		<u>12</u>
Total estimated additional spending authority	\$	39,240
Total requested additional spending authority (rounded)	\$	40,000

All funds from the current bid have been depleted. Funding for this Bid will come from the Exceptional Student Learning Support General Fund.

**Recommendation to Approve First Renewal and Additional Spending Authority
18-157B - Calibrate and Repair of Audiological Equipment
March 3, 2020 Board Agenda
Page 2**

Financial Impact Table:

Action	Date	Term (years)	Amount
Original spending authority request	3/6/2018	2	\$ 72,000
1 st renewal + additional spending authority	3/3/2020	1	\$ 40,000
New total contract amount		3	\$ 112,000

Upon the approval of this item, the total approved spending authority will be \$112,000. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.