

## EXECUTIVE SUMMARY

### Recommendation for Renewal and Additional Spending Authority 18-141B – Bottled Water and Rental of Dispensers

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#### Introduction

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

This request is to approve the first renewal and additional spending authority for the Invitation to Bid (ITB) 18-141B – Bottled Water and Rental of Dispensers for the first of two (2) allowable one (1) year periods through May 31, 2021, and request additional spending authority of \$257,000 to cover the renewal period. The term of this Bid is May 13, 2018 through May 31, 2020.

#### Goods/Services Description

##### Responsible: PWS

This contract is utilized District-wide to purchase bottled water and rent the dispensers used to serve water. Schools and locations in need of these products place orders with the vendor for delivery based on a schedule.

#### Procurement Method

##### Responsible: PWS

This contract was competitively solicited and awarded in accordance with Purchasing Policy 3320, Part II, Rule D, and Florida Administrative Code 6A-1.012(7).

The solicitation for this (ITB) ran from January 10, 2018 through January 31, 2018, where five (5) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received two (2) bids. The bid was awarded to a primary and alternate vendor who met all specifications, terms, and conditions of the ITB.

#### Financial Impact

##### Responsible: PWS

The total spending authority estimated for the renewal period is \$257,000, as demonstrated in the breakdown below.

Historical average monthly expenditure	\$ 21,399
Number of months requested	x 12
Estimated forecasted spend for twelve (12) months (Rounded)	\$257,000

Based on usage analyses, PWS has identified that the current unused authorized spending authority is sufficient for the months remaining in the contract. Schools and locations purchasing bottled water enter open orders at the beginning of the Fiscal Year (FY) based on the locations' usage history, and these amounts are used/consumed based on demand for the products. At the end of the FY, orders are closed-out, and unused monies from these orders become available on the bid's unused spending authority for the next period. Remaining balances in FY20 orders are sufficient to cover the three (3) months left on the bid.

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**Financial Impact Table**

Action	Date	Term (years)	Amount
Original Spending Authority Request	4/10/2018	2	\$ 463,000
1st Amendment + Additional Spending Authority	3/3/2020	1	\$ 257,000
<b>New total contract amount</b>		<b>3</b>	<b>\$ 720,000</b>

Upon approval of this item, the total approved spending authority will be \$720,000. Funding for this Bid will come from approved and existing individual School and Department Budgets. The financial impact amount represents an estimated contract value; however, expenditures for this contract will not exceed the contract award amount.

This recommendation is in the best interests of the District. The vendor has agreed to renew their contract at the same prices originally offered, and vendor performance is satisfactory. The bid's alternate vendor did not accept to renew. Prices were compared against neighboring governmental entities contracting similar services. Palm Beach Public Schools piggybacks off the Palm Beach Board of County Commissioners' bottled water services contract and their prices are higher than SBBC's.