

EXECUTIVE SUMMARY

Recommendation to Approve First Renewal 17-150B - Laminating Film, Laminator Cabinet & Laminators

Introduction

Responsible: Procurement & Warehousing (PWS)

This request is to approve the First Renewal for Invitation to Bid (ITB) 17-150B – Laminating Film, Laminator Cabinet & Laminators. This ITB will facilitate the purchase of laminating equipment and materials that support classroom teachers and students in teaching and learning. The ITB was administratively approved by the Superintendent through a Post Board Memo* on April 18, 2017 for three (3) years starting April 19, 2017 through March 31, 2020, with a renewal option for two (2) additional one (1) year periods, with an approved spending authority of \$400,000. This Bid is being renewed for an additional year, expiring on March 31, 2021.

There is no additional financial impact to the District.

Goods/Services Description

Responsible: Innovative Learning

The library media center provides access to materials and equipment that support classroom teachers and students in teaching and learning. Laminating equipment is needed for school staff to preserve teacher and student created artifacts and curriculum resources for re-use. The Innovative Learning Department and the Library Media Curriculum Supervisor works collaboratively with media specialists to monitor equipment performance.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from January 9, 2017 through February 9, 2017. Seven hundred and twenty-two (722) vendors were notified, thirty-three (33) vendors downloaded the ITB, and seven (7) bids were received prior to opening. In order to meet the needs of the District, items were being awarded by group to one (1) primary and up to one (1) alternate bidder meeting all specifications, terms, and conditions offering the lowest price with Small/Minority/Women Business Enterprise incentive.

Financial Impact

Responsible: PWS and Innovative Learning

There is no additional financial impact to the District. Although there is a unused spending authority of \$12,938, a reduction of spending authority is not being requested given the order of magnitude of the amount to be reduced.

Current total approved unused and available spending authority	\$	120,344
<u>Less estimated expenditure for remainder of contract (1x \$8,262)</u>	\$	<u>8,262</u>
Total estimated spend upon contract expiration (A)	\$	112,082
Historical average monthly expenditures	\$	8,262
<u>Number of months for renewal period</u>		<u>12</u>
Total estimated spending authority for renewal period (B)	\$	99,144
Estimated unused spending authority (A-B)	\$	12,938

**Recommendation to Approve First Renewal and Reduction of Spending Authority
 17-150B - Laminating Film, Laminator Cabinet & Laminators
 March 3, 2020 Board Agenda
 Page 2**

Financial Impact Table:

Action	Date	Term (years)	Amount
Original spending authority request	4/18/2017	3	\$ 400,000
1 st renewal + additional spending authority	3/3/2020	1	
New total contract amount		4	\$ 400,000

ACCO Brands USA LLC increased the price of a few items, however this change is minimal and does not require an increase in spending authority to cover those items. Upon approval of this item, the approved spending authority will be \$400,000. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.

* 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.