PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):	FY20-188	**Preparation Date:**	January 23, 2020
Previous Bid # (Ex: 10-004R):	57-105N	**Buyer/PA:**	Mayra Tobar
New Bid Award Total:	$245,000	**Bid Title:**	Mail Processing Equipment and Supplies
Previous Award Total:	$380,000		
Bid Type:	New Bid		
Previous Bid Term (Start Date):	3/22/2017	**New Bid Term (In Months):**	24
Previous Bid Term (End Date):	3/21/2020	**# of Months Into Bid:**	34

SPEND REPORTING	
Purchase Order(s) Spend:	$344,773
P Card Purchases:	$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	**$344,773**
Average Monthly Expenditure:	$10,140
Unused Authorized Spending:	**$35,227**
Est. Forecasted Spend (For Entire Bid Term):	**$243,360**

VENDOR INFORMATION

Awarded Vendors:		M/WBE Status (If applicable):	Spend:
109356	PITNEY BOWES INC		$ 128,327
117227	MAILFINANCE - FOR LEASING		$ 93,136
124241	PITNEY BOWES		$ 42,230
109202	NEOPOST FLORIDA - FOR PURCHASE		$ 38,006
109358	PITNEY BOWES RESERVE ACCOUNT		$ 10,000
124240	PITNEY BOWES		$ 7,780
111965	PITNEY BOWES INC		$ 6,259
134281	PITNEY BOWES PURCHASE POWER		$ 6,120
106395	PITNEY BOWES CREDIT CORP		$ 6,000
131686	RESERVE ACCOUNT		$ 4,700
107125	PITNEY BOWES PURCHASE POWER		$ 1,215
106162	PITNEY BOWES RESERVE ACCOUNT		$ 1,000
0			
0			
0			
0			
0			
0			
0			
		PO VENDOR SPEND:	**$ 344,773**
		P-CARD SPEND:	**$ -**
		TOTAL SPEND:	**$ 344,773**

NOTES (Type Below):

Default Funding Source*		Department/School & Sign-off Information*	
Cost Center	Multiple	**Name** (First & Last)	Mary Coker
Fund	1000	**Title**	PWS Director
Functional Area	5652 & 7301	**Department/School Name**	Districtwide
Commitment Item	Multiple	**Sign-off provided by**	Jose Laverde, Ph.D.

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

Data Source: SAP and Works (Bank of America system)	**Prepared on:**	**2/6/2020**

All information included in this summary is based on the preparation date listed above and may change at any time beyond that date.