

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 16-122B – Foam Hand Soap with Dispensers

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the second and final renewal and additional spending authority for the Invitation to Bid (ITB) 16-122B – Foam Hand Soap with Dispensers for the second of two (2) allowable one (1) year renewal periods through May 31, 2021, and request additional spending authority of \$175,000. This ITB was administratively approved by the Superintendent through a *Post Board Memo on May 16, 2016, for three (3) years starting May 18, 2016 through May 31, 2019, with an approved spending authority of \$375,000. On March 21, 2017, the School Board approved a request for \$572,000 in additional spending authority, and, on May 7, 2019, the first option to renew the contract was approved by the School Board.

Goods/Services Description

Responsible: PWS and Central Warehouse

This contract is utilized District-wide for the purchase of foam soap and its corresponding dispensers for the District's bathrooms and handwashing areas. Schools and locations in need of this product place stock transport orders to the Central Warehouse on an as-needed basis.

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 ITB ran from February 26, 2016, through March 23, 2016, where forty-five (45) vendors downloaded the ITB documentation. Procurement & Warehousing Services received sixteen (16) responses. The bid was awarded to a primary and alternate vendor who met all specifications, terms, and conditions of the ITB. Including an alternate awardee allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

Financial Impact

Responsible: PWS

The total spending authority estimated for the renewal period is \$175,000, as demonstrated in the breakdown below:

Historical average monthly expenditure	\$ 21,000
Number of months requested	x 12
Estimated forecasted spend for twelve (12) months	\$252,000
Number of months left in current term	4
Spending authority to cover current term	\$ 84,000
Unused spending authority	\$161,009
Total	\$174,991
Total (Rounded)	\$175,000

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Financial Impact Table

Action	Date	Term (years)	Amount
Original Spending Authority Request	5/16/2016	3	\$ 375,000
Additional Spending Authority Request	3/21/2017	0	\$ 572,000
1st Amendment + Additional Spending Authority	5/7/2019	1	\$ 138,000
2nd Amendment + Additional Spending Authority	3/3/2020	1	\$ 175,000
New total contract amount		5	\$ 1,260,000

Upon approval of this item, the total approved spending authority will be \$1,260,000. 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, the amount authorized will not exceed the estimated contract award amount.

This recommendation is in the best interests of the District as it will benefit from a cost avoidance of ten (10) percent in price increases. The primary awardee has agreed to renew the contract at the same prices they originally offered. Additionally, staff indicated that vendor performance is satisfactory and recommend the renewal and continuation of services.

*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.”