

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority 17-009V – School and Department Furniture

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the additional spending authority for Invitation to Bid (ITB) 17- 009V – School and Department Furniture. This item was approved for an award on September 20, 2016, at the Regular School Board Meeting, for two (2) years October 21, 2016 through September 30, 2018, with an award amount of \$5,600,000. A request for an additional spending authority of \$770,000 was approved at the May 8, 2018, School Board Operational Meeting (SBOM), and the first renewal and additional spending authority of \$3,800,000 was approved on June 26, 2018, at the SBOM. The second and last renewal was approved at the August 6, 2019, SBOM, with an additional spending authority of \$4,000,000.

The additional spending authority being requested is \$2,530,000. The new spending authority will be \$16,700,000.

Goods/Services Description

Responsible: PWS and District-wide

This Bid includes a single-fixed percentage discount from the manufacturer's catalog/list price and also provides furniture with firm-fixed pricing that is consistently purchased throughout the District. All school furniture orders must be approved by the school's principal, and department furniture orders are approved by the Department's Director. However, no district office or buildings other than schools can purchase furniture without prior approval.

Procurement Method

Responsible: PWS

ITB 17-009V was approved on September 20, 2016, with an initial two (2) years from October 21, 2016 through September 30, 2018, with an option for two (2) additional one (1) year renewal periods. The recommended vendors include Apricot Office Interiors, Inc., Berwin, Inc., d/b/a J.C. White Architectural Interior Products, Classroom Outfitters, LLC, Compass Office Solutions LLC, Contemporary Interiors, Inc., Ernie Morris Enterprises, Inc., Empire Office, Inc., Fisher Scientific Company LLC, Global Industries, Inc., Kaplan Early Learning Company, Lakeshore Equipment Company d/b/a Lakeshore Learning Materials, Libero Consulting Group, Inc., d/b/a LCG Space Makers and Office Furniture, Library Interiors of Florida, Inc., MeTEOR Education, Office Express Supplies, Incorporated, School House Products, Inc., School Specialty, Inc., Staples Contract & Commercial, Inc., Troxell Communications, Inc., Universal Seating Company, and Virco Inc.

Procurement & Warehousing Services (PWS) is working on a new solicitation for 2020 and is evaluating the market to bring the best possible solution for the District.

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Financial Impact
Responsible: PWS

The total additional spending authority estimated is \$2,530,000, as calculated below:

Average monthly expenditure		\$328,975
Number of months left in current contract	x	4
Forecasted spending	=	\$1,315,900
(-) Unused authorized spending		\$24,086
Additional projected spending authority for current term		\$1,291,814
Additional spending authority request for current term*		\$ 200,000
Forecasted spending for SMART Projects**	+	\$1,480,000
Forecasted spending for iCAN Projects***	+	\$500,000
Forecasted spending for SSEP Projects****	+	\$350,000
Recommended additional spending authority		\$2,530,000

*The Superintendent will not include any allocation for furniture in the general fund budget recommendation to the School Board at the tentative budget hearing on July 28, 2020. As a result, any furniture will only be purchased if it is part of the implementation of a grant or included in SMART/capital funding. Therefore, the projected amount of \$1,291,000, based on the historical average monthly expenditure, was reduced to \$200,000 to cover any emergency needs, and no purchases shall be made without prior review and approval from PWS.

**The SMART Program utilizes this Bid through the School Choice Enhancement Projects funds to purchase furniture and related items, which led to the need for requesting additional spend authority.

***The Integrated Career Academic Networks (iCAN) magnet program will utilize this Bid to furnish selected classrooms at any of the six (6) iCAN schools into real-life classroom experiences such as law, engineering, and robotics, and eSports classrooms.

****The Safety, Security & Emergency Preparedness (SSEP) department will use the amount requested mainly for the build-out of the first floor of the new Safety & Security office.

Financial Impact Table:

Action	Date	Term (years)	Amount
Original spending authority request	9/20/2016	2	\$5,600,000
Additional spending authority	5/8/2018		\$ 770,000
First renewal and additional spend authority	6/26/2018	1	\$3,800,000
First renewal and additional spend authority	8/6/2019	1	\$4,000,000
Additional spending authority	6/9/2020		\$2,530,000
New Total Contract Amount		4	\$16,700,000

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PWS is responsible for the control of the District contracts' spending authority. This action is performed through the unique Bid ID issued per solicitation, which only has a new number assigned when a new solicitation is awarded. In a renewal, the original Bid ID assigned to the contract does not change, therefore spending authority analysis is performed in its totality.

The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.