

## EXECUTIVE SUMMARY

### Recommendation to Approve First Renewal and Reduction of Spending Authority 17-192N – Musical Instrument Repair

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#### Introduction

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

This request is to approve the First Renewal for Invitation to Bid (ITB) 17-192N – Musical Instrument Repair. Musical instruments are recommended for repair by the music program director or principal at each school, with support, if needed, from the music curriculum supervisor. The ITB was approved at the School Board Operational Meeting on June 13, 2017, under Item EE-12 for three (3) years starting July 1, 2017 through June 30, 2020, with a renewal option for two (2) additional one (1) year periods, with an approved spending authority of \$1,500,000. This renewal will extend the expiration date through June 30, 2021.

There is a reduction in spending authority of \$630,278 being requested.

#### Goods/Services Description

##### Responsible: Applied Learning

The ITB provides the District service and/or repair of musical instruments not covered under warranty. This Bid is especially important for schools that were not able to initiate or complete repairs after the March 16, 2020 “stay at home” order was implemented. Vendors were not able to accept new repair orders after March 16, 2020, as many suspended their repair operations.

#### Procurement Method

##### Responsible: PWS

The ITB ran from March 6, 2017 through April 17, 2017. Three hundred twenty-four (324) vendors notified, twelve (12) vendors downloaded the ITB, and nine (9) proposals were received before bid opening. This Bid was awarded to all responsive and responsible vendors who met all specifications, terms, and conditions of the bid.

The District is requesting the renewal of the ITB with eight (8) of the Vendors currently awarded under this ITB, as Procurement & Warehousing Services (PWS) was unable to contact Atlantic Band Clinic. After repeated requests and market research, it appears the company is no longer operational. PWS anticipates minimal impact on the District based on the removal of this Vendor, as the total spend with the Vendor since the beginning of the bid is two (2) percent.

#### Financial Impact

##### Responsible: PWS & Applied Learning

There is a reduction in spending authority of \$630,278 being requested as demonstrated below:

Historical average monthly expenditures		\$ 18,907
Number of months for renewal period	x	12
Total estimated cost for renewal period (A)	=	\$ 226,884
Current unused authorized spending (B)		\$ 857,162
<b>Proposed Spending Authority Reduction (B-A)</b>	<b>=</b>	<b>\$ 630,278</b>

#### Financial Impact Table:

Action	Date	Term (Years)	Amount
Original spending authority request	6/13/2017	3	\$ 1,500,000
First renewal + spending authority reduction	6/9/2020	1	\$ (630,278)
<b>New Total Contract Amount</b>		<b>4</b>	<b>\$ 869,722</b>

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The funding will come from various school and department operating budgets. Upon approval of this item, the newly approved spending authority will be \$869,722. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.