

## EXECUTIVE SUMMARY

### Recommendation for Additional Spending Authority 19-030B – Floor Machines and Supplies

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#### **Introduction**

##### **Responsible: Procurement and Warehousing Services (PWS)**

This request is to approve the recommendation for additional spending authority for Invitation to Bid (ITB) 19-030B – Floor Machines and Supplies. This ITB was approved at the Regular School Board meeting on July 24, 2018, with a contract term of two (2) years from September 1, 2018, through August 31, 2020, with a renewal option for three (3) additional one (1) year periods.

The additional spending authority being requested is \$265,000.

#### **Goods/Services Description**

##### **Responsible: Physical Plant Operations (PPO)**

This ITB is used by schools and district locations to purchase institutional-grade floor cleaning machines, supplies, and parts at single-fixed percentage discounts from various catalogs. These machines range from vacuum cleaners, extractors, floor scrubbers, and burnishers, among others, to maintain a safe and clean educational environment for our schools and administrative sites. This Bid is also utilized to purchase supplies and parts such as bags, hoses, and accessories that are necessary for the efficient operation of the equipment. Additionally, the stockroom and Physical Plant Operations (PPO) use this Bid to buy parts necessary to repair and maintain district floor cleaning equipment.

#### **Procurement Method**

##### **Responsible: PWS**

This ITB was competitively solicited in accordance with Purchasing Policy 3320, Part II, Rule D, and Florida Administrative Code 6A-1.012(7).

The solicitation for this ITB was advertised to the public through Demandstar from April 12, 2018, through May 9, 2018. There were seventy-seven (77) vendors notified, and nineteen (19) vendors downloaded the ITB documentation. Procurement & Warehousing Services received three (3) responses, and the ITB was awarded to all vendors offering single, non-zero, fixed percentage discounts and meeting all specifications, terms, and conditions of the bid. Vendors awarded in this contract compete for business based on their percentage discounts, and catalog prices offered.

#### **Financial Impact**

##### **Responsible: PWS and PPO**

PPO is requesting the School Board's approval for an additional spending authority of \$265,000. This increase will take the existing spending authority from \$590,000 to \$855,000. The requested amount is based on the material requirements to satisfy the needs of the District, utilizing historical and forecasted expenditures reflected in the Financial Analysis Worksheet (FAW).

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This contract has unused spending authority related to the original term (per the FAW) that was considered to calculate this recommendation. Funding for this Bid will come from individual School and Department Budgets. The additional spending authority request was determined, as shown below:

Average monthly spend:	\$ 35,502
Months remaining:	9
Additional spend required:	\$319,518
Unused spend authority:	\$57,475
Additional spend request:	\$262,043
<b>Total additional spend request (rounded)</b>	<b>\$265,000</b>

For clarification purposes, floor cleaning supplies (chemicals) are covered by another bid. For this ITB 19-030B, which covers floor cleaning machines, spare parts and machine supplies, it is important to consider that bid usage varies and does not follow predictable patterns as purchases are made on an as-needed basis. Additionally, budget availability, equipment obsolescence, and needs for parts and/or supplies at each District location are factors that may influence variability in the number of orders received through the year.

The District has seen increases in the purchase of new equipment as the fleet of floor machines becomes dated. However, the need for repairs has also increased in cases where budgetary limits prevent a location from purchasing a brand-new machine.

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