

EXECUTIVE SUMMARY

Recommendation to Approve Additional Spending Authority 18-092B – Medical and Dental Supplies and Equipment (Catalog)

Introduction

Responsible: Procurement & Warehousing (PWS)

This request is to approve the Additional Spending Authority for Invitation to Bid (ITB) 18-092B – Medical and Dental Supplies and Equipment (Catalog) that facilitates the purchase of medical and dental supplies throughout the District in various capacities. The ITB was approved by the School Board at the School Board Operational Meeting on September 6, 2017, under Item EE-6, for two (2) years and eleven (11) months, starting October 1, 2017 through September 30, 2020, with a renewal option for two (2) additional one (1) year periods, and an approved spending authority of \$120,000.

The additional spending authority being requested is \$31,500.

Goods/Services Description

Responsible: District-wide

The items include but are not limited to toothpaste, sterile tongue depressor, tooth necklace, exam table paper, thermometers, blood pressure kits, probe covers, etc. Although the name of the Item/bid is Medical supplies; it is related to personal hygiene and dental supplies used within schools and departments.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from July 11, 2017 through August 3, 2017. There were three hundred eight (308) vendors notified, twenty-five (25) vendors downloaded the ITB, and four (4) proposals were received before bid opening. Procurement & Warehousing Services recommended the award of four (4) vendors. All vendors recommended were responsive and responsible and met all the specifications, terms, and conditions of the ITB.

Awardees include:

- Dan Enterprises Team LLC **
- NM Enterprises of Plantation, Inc. d/b/a Medix USA
- School Health Corporation
- School Nurse Supply, Inc.

** Indicates Small/Minority/Women Business Enterprise certified vendor.

Financial Impact

Responsible: PWS

The additional requested spending authority for the seven (7) months through expiration of the bid will be \$31,500 as demonstrated below:

Historical average monthly expenditures		\$ 3,768
Number of months until contract expiration	x	7
Total estimated spending authority until contract expiration	=	\$ 26,376
Less total unused available spending authority	-	\$ 6,958
Additional spending required through contract expiration	=	\$ 19,418
Add Contingency due to COVID-19 ten (10) percent of entire bid)	+	\$ 12,000
Additional spending authority being requested (rounded)	=	\$ 31,500

Funds are being requested as a cushion for an anticipated increase in orders due to COVID19 preparedness measures.

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Financial Impact Table:

Action	Date	Term (Months)	Amount
Original spending authority request	9/6/2017	35	\$ 120,000
Additional spending authority	4/21/2020		\$ 31,500
New Total Contract Amount		35	\$ 151,500

The funding will come from various school and department operating budgets. Upon approval of this item, the approved spending authority will be \$151,500. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.