

EXECUTIVE SUMMARY

Piggyback Recommendation of \$500,000 or Less FY20-219 – Technical Colleges Minitour Buses

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to make a piggyback award to the vendor(s) awarded on the Houston-Galveston Area Council of Governments. The contract term for this piggyback Invitation to Bid (ITB) FY20-219 is for one (1) year and three (3) months beginning April 21, 2020 and expiring July 31, 2021.

The spending authority of \$180,000 is being requested for the procurement of three (3) new minitour Buses.

Goods/Services Description

Responsible: District Technical Colleges

The approval of these piggybacks will allow the Technical Colleges to utilize the HGAC Bids to purchase Minitour Bus for the Health Occupation Program clinical site visits. The HGAC BS-19 was awarded to five (5) vendors. The technical colleges intend to purchase the three (3) minitour buses from Creative Bus Sales, Inc.

Procurement Method

Responsible: PWS

Per Purchasing Policy 3320 Part II Section M, the School Board may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements.

Financial Impact

Responsible: PWS and District Technical Colleges

The estimated requested spending authority is based on the purchase of three (3) minitour buses at an estimated cost of \$60,000 for a total of \$180,000.

Estimated cost per vehicle		\$ 60,000
Approximate number of vehicles	(x)	3
Total cost		\$180,000

Funding for this ITB will come from the District Workforce Education Fund.

The amount requested was determined based on the Technical Colleges requirements to satisfy the needs of each school.

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