

## EXECUTIVE SUMMARY

### Recommendation to Approve First Renewal and Additional Spending Authority 58-039N – Library Materials

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#### **Introduction**

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

This request is to approve the First Renewal and Additional Spending Authority for Invitation to Bid (ITB)-58-039N – Library Materials that facilitates a library collection, which includes materials and resources that support the educational goals of the school and the District.

The ITB was approved by the School Board at the Regular School Board Meeting on April 24, 2018, under Item E-3, for two (2) years and one (1) month, starting April 25, 2018 through May 31, 2020, with a renewal option for two (2) additional one (1) year periods. This ITB was approved as a supplement to the Piggyback of Florida Department of Management Services, Reference No. 55101500-ACS-17-1, and Reference No. 81111902-ACS-17-1. A separate item will be presented to the School Board for the renewal of the Piggyback when the Florida Department of Education (FLDOE) releases its approved renewal documentation. This renewal will extend the expiry date through May 31, 2021.

The additional spending authority being requested is \$847,000, which covers this ITB and the Piggyback amounts.

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

##### **Responsible: Innovative Learning**

The District's libraries serve the students, staff, and families in the entire school community. The library collection provides materials and resources that support the educational goals of the school and the District. School library collections include curriculum materials and resources, as well as recreational materials, in a variety of formats, print, and digital.

#### **Procurement Method**

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

The solicitation ran from March 5, 2018 through April 6, 2018. There were five hundred ninety-seven (597) vendors notified, forty-six (46) vendors downloaded the ITB, and sixteen (16) bids were received before bid opening. The ITB was separated into three (3) categories and included print, non-print, and related ancillary services. All bids received are being recommended for the award and include multiple Vendors that have serviced the District for many years. Upon approval of this item, the total numbers of Vendors awarded will be forty-five (45).

The bid includes many vendors that have serviced the District for many years and provides a wide array of products and services with competitive prices. Based on this, the decision was made to renew for an additional year.

#### **Financial Impact**

##### **Responsible: PWS and Innovative Learning**

The additional requested additional spending authority for the one (1) year renewal will be \$847,000 as demonstrated below:

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Historical average monthly expenditures	\$ 109,922
Number of months left in the current bid	3
Estimated forecasted spend for the current bid (A)	\$ 329,766
Number of months for renewal period	12
Total estimated spending for renewal period (B)	\$ 1,319,064
Current total approved unused and available spending authority (C)	\$ 802,344
<b>Additional spending authority required for renewal (rounded) (A+B-C)</b>	<b>\$ 847,000</b>

**Financial Impact Table:**

Action	Date	Term (Months)	Amount
Original spending authority request	9/6/2017	32	\$ 4,100,000
Approval of the ITB	4/24/2018		
1 <sup>st</sup> renewal + additional spending authority	4/21/2020	12	\$ 847,000
<b>New Total Contract Amount</b>		<b>44</b>	<b>\$ 4,947,000</b>

Although this request is for the renewal of the ITB, the funds being requested will also cover purchases from the Vendors under the Piggyback agreement. Upon finalization of the renewal documents by FLDOE, another item will be brought to the School Board for the approval of those Vendors. However, no funds will be requested with that piggyback request.

The budget will come from various school and department operating budgets and state categorical funds for library materials. Upon approval of this item, the approved spending authority will be \$4,947,000. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.