

EXECUTIVE SUMMARY

Recommendation for Renewal and Additional Spending Authority 17-050N – Classroom and Office Supplies and Equipment (Catalog)

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to exercise the first renewal option and additional spending authority for Invitation to Bid (ITB) 17-050N – Classroom and Office Supplies and Equipment (Catalog). The School Board initially approved ITB 17-050N on June 13, 2017, School Board meeting for three (3) years, from July 1, 2017 through June 30, 2020, with an option for two (2) additional one (1) year periods and a spending authority of \$9,000,000. This request is to exercise the first of two (2) renewal options from July 1, 2020 through June 30, 2021.

The additional spending authority being requested is \$843,000.

Goods/Services Description

Responsible: District-wide

This ITB for Classroom and Office Supplies is utilized throughout the District in schools and offices. The goal of this ITB is to help manage the District's classroom and office supply requests and to assist in focusing and directing the purchase of these supplies to the most value-oriented products whenever possible. This Bid is for basic classroom and office supplies and equipment, which are the products generally used in a classroom and office environment. Purchases from this Bid may not include any other items, which include but are not limited to cameras, telephones, flags, framed artwork, copiers, and computers.

Each Vendor has provided a website for this specific bid that includes SBBC's prices and discounts and the ability to have specific user IDs. It also consists of the Vendor's contact information for granting this access. This information can be found in the Contract Award Detail (CAD) that is posted on the District's share drive.

Procurement Method

Responsible: PWS

The School Board of Broward County, Florida (SBBC), released ITB 17-050N, which ran from March 24, 2017 through April 25, 2017. One thousand two hundred and ninety-nine (1,299) vendors were notified, eighty-one (81) vendors downloaded the ITB, and seventeen (17) bids were received before opening. Bid Item 1 was awarded to the four (4) lowest responsive and responsible bidders (including price with M/WBE incentive calculation), and Bid Item 2 was awarded to ALL responsive and responsible bidders meeting all specifications, terms, and conditions.

Procurement & Warehousing Services (PWS) staff is reviewing piggyback opportunities with other agencies, which may offer more aggressive prices and is planning to bring the piggyback for Board review in the coming months. PWS staff is also reviewing the specifications, and including the suggestions made the School Board recently to replace this ITB for the next term.

Recommendation for Renewal and Additional Spending Authority
17-050N – Classroom and Office Supplies and Equipment (Catalog)
April 21, 2020 Board Agenda
Page 2

Financial Impact
Responsible: PWS

The additional estimated spend for a one (1) year contract is \$843,000, which was determined based on historical usage reports and forecasted expenditures. The amount requested will provide adequate funding for the District to continue ordering school and office supplies as needed.

Upon approval of this item, the new spending authority will be \$9,843,000.

Spending calculation is shown below:

<u>Average monthly spending</u>	<u>\$ 205,057</u>
<u>Forecast spending authority for additional twelve (12) months</u>	<u>\$2,460,684</u>
<u>(+) Spending need for the remaining three (3) months for the current term</u>	<u>\$ 615,171</u>
<u>(-) Unused authorized spending authority</u>	<u>\$2,233,109</u>
<u>Estimated additional spending request</u>	<u>\$ 842,746</u>
<u>Recommended additional spending authority (rounded)</u>	<u>\$ 843,000</u>

The funds for this ITB will come from schools' and departments' operating budgets.

Financial Impact Table

Action	Date	Term (years)	Amount
Original spending authority request	6/13/2017	2	\$ 9,000,000
1st Renewal + additional spending authority	4/21/2020	1	\$ 843,000
New Total Contract Amount			\$ 9,843,000

This renewal recommendation is in the best interests of the District. A survey has been conducted, and Staff indicated that vendors' performance is satisfactory and recommended the renewal and continuation of services. All awarded vendors agreed to renew at the same single fix percentage discount.