THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ROBERT W. RUNCIE SUPERINTENDENT OF SCHOOLS

April 17, 2020

TO:

School Board Members

FROM:

Maurice L. Woods

Chief Strategy & Operations Officer

VIA:

Robert W. Runcie

Superintendent of Schools

SUBJECT:

REVISION TO EE-6, RECOMMENDATION TO APPROVE SECOND RENEWAL AND ADDITIONAL SPENDING AUTHORITY – 16-184R – AUTOMOTIVE OILS, LUBRICANTS, AND GREASE, FOR THE APRIL 21,

2020, REGULAR SCHOOL BOARD MEETING

Attached is a revision to EE-6, Recommendation to Approve Second Renewal and Additional Spending Authority – 16-184R – Automotive Oils, Lubricants, and Grease, for the April 21, 2020, Regular School Board Meeting.

Exhibits:

- Revised Agenda Request Form
- Revised Executive Summary
- Replaced Financial Analysis Worksheet

RWR/MLW/MCC:bm Attachments

cc: Senior Leadership Team



EXECUTIVE SUMMARY

Recommendation to Approve Second Renewal and Additional Spending Authority 16-184R – Automotive Oils, Lubricants, and Grease

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to exercise the second renewal option and additional spending authority for Invitation to Bid (ITB) 16-184R – Automotive, Oils, Lubricants, and Greases. This ITB was a post-approved award on July 21, 2016, for a period of three (3) years starting on July 27, 2016 through May 8, 2019. The School Board approved the first renewal on May 7, 2019, for an additional one (1) year term with an expiration date of May 8, 2020. This request exercises the second and final renewal option from May 9, 2020 through May 8, 2021.

<u>Due to COVID-19 and the lack of utilization of the District's fleet, the forecasted spending authority request of \$85,922, based on historical average expenditures, is reduced to \$37,000. PWS and STFS will continue to monitor this trend and may need to ask for additional funds at a later time.</u>

The additional spending authority being requested is \$37,000 86,000.

Goods/Services Description

Responsible: Student Transportation & Fleet Services (STFS)

This Bid is utilized by Student Transportation & Fleet Services (STFS) Vehicle Maintenance Division for the purchase of Automotive Oils, Lubricants, and Grease. The goods and services purchased under this ITB allow the Vehicle Maintenance Division the ability to service and maintain the District's fleet of vehicles, light, medium, and heavy-duty trucks and school buses.

Procurement Method Responsible: PWS

ITB 16-184R – Automotive Oils, lubricants, and Grease was a Southeast Florida governmental Purchasing Consortium bid. The City of Miami was the lead agency for this solicitation. The District was one (1) of the sixteen (16) agencies that participated in the initial solicitation, with each agency providing individual terms and conditions related to their governmental entity requirements. The solicitation ensures that all of the participating agencies receive competitive and favorable pricing on the highly volatile prices for these products.

Financial Impact

Responsible: PWS and STFS

The additional estimated spending authority for the one (1) year renewal period will be \$37,000 86,000, which was determined based on historical usage reports and forecasted expenditures and lack of utilization of the District's Fleet due to COVID-19. The amount requested will provide adequate funding for the District to continue ordering supplies as needed; however, PWS and STFS will continue to monitor this trend and may need to ask for additional funds at a later time.

Spending calculation is shown below:

Historical Average Monthly Expenditures		\$	12,340
Number of Months	(X)		12
Estimated forecasted spend		\$	148,080
(-) Unused Spend		\$	62,158
Total requested forecasted spending authority		\$	85,922
Total requested spending authority (rounded)	\$ <u>37</u> .	,000	86,000

Funding for this Bid will come from STFS operating budget.

Recommendation for Renewal and Additional Spending Authority 16-184R – Automotive Oils, Lubricant, and Grease April 21, 2020 Board Agenda Page 2

Financial Impact Table

<u>Action</u>	<u>Date</u>	<u>Term</u> (years)	<u>Amount</u>
Original spending authority request	7/21/2016	3	\$ 451,440
1 st Renewal and additional spending authority	5/7/2019	1	\$ 166,000
2 nd Renewal and additional spending authority	4/21/2020	1	\$ <u>37,000</u> 86,000
New Total Contract Amount		5	\$ <u>654,440</u> 703,440

This renewal recommendation is in the best interests of the District. A benchmark comparison with other local governmental entities such as Broward County Government indicated the District was paying approximately twenty-five (25) to thirty (30) percent less per gallon of the most commonly used product.

PWS will release a new ITB for the goods and services of this ITB before the expiration date of the contract term.



FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION				
New Bid # (Ex: 10-004R):		Preparation Date:	April 7, 2020	
Previous Bid # (Ex: 10-004R):	16-184R	Buyer/PA:	MICHELLE WILCOX	
New Bid Award Total:	\$654,440		AUTOMOTIVE OILS, LUBRICANTS, AND	
Previous Award Total:	\$617,440	Bid Title:		
Bid Type:	EXTENSION OF BID		GREASES	
Previous Bid Term (Start Date):	7/27/2016	New Bid Term (In Months):		
Previous Bid Term (End Date):	5/8/2020	# of Months Into Bid:	45	
	SPEND REPORTI	NG		
Purchase Order(s) Spend:		\$548,656		
P Card Purchases:		\$6,626		
Total Invoiced-to-Date Amount (PO + Pcard Purchases):		\$555,282		
Average Monthly Expenditure:	\$12,340			
Unused Authorized Spending:	\$62,158			
Est. Forecasted Spend (For Entire Bid Term):				
	VENDOR INFORMA	ITION		
Awarded Vendors:		tus (If applicable):	Spend:	
100939-FLAMINGO OIL COMPANY	\$ 548,6			

NOTES (Type Below):

Please refer to the Executive Summary for Spending Authority request details.

Default Funding Source*		Department/School & Sign-off Information*		
Cost Center	97220	Name (First & Last)	Kay J. Blake	
Fund	1310097220	Title	Acting Executive Director	
Functional Area	7802660000000000	Department/School Name	Student Transportation and Fleet	
FullCuolidi Area	7802660000000000	00 Department/school Name	Services	
Commitment Item	59900100	Sign-off provided by	Jose Laverde, Ph.D.	

PO VENDOR SPEND P-CARD SPEND:

TOTAL SPEND:

\$

\$

548,656

555,282

6,626

*To ensure accuracy, pease type in or select from the menu for the Default Funding Source and Department Information (No hand written information)

	Data Source: SAP and Works (Bank of America system)	Prepared on:	4/16/2020
--	-----------------------------------------------------	--------------	-----------