

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater FY21-015 – Maintenance, Cleaning & Inspection of Cafeteria Hoods

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#### Introduction

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

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-015 – Maintenance, Cleaning & Inspection of Cafeteria Hoods for a period of three (3) years July 1, 2020 through June 30, 2023, with two (2) one (1) year renewal options. FY21-015 – Maintenance, Cleaning & Inspection of Cafeteria Hoods was issued to replace the previous ITB 15-066R – Maintenance, Cleaning & Inspection of Cafeteria Hood Ventilation Systems.

The spending authority being requested is \$530,000.

#### Goods/Services Description

##### Responsible: Physical Plant Operations (PPO)

This contract is utilized by the Physical Plant Operations Department (PPO) to procure the services associated with the inspection and cleaning of all cafeteria hood ventilation systems. Cleaning and inspections are planned, scheduled, and performed after normal business hours when kitchens are not in operation. These essential services are necessary to provide protection from fire and explosion hazards in accordance with the National Fire Protection Association (NFPA 96): Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.

#### Procurement Method

##### Responsible: PWS

The solicitation for this ITB ran from February 11, 2020 through February 28, 2020. One hundred and forty-four (144) vendors were notified, and four (4) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received two (2) responses. The bid has a primary and one (1) alternate vendor who met all specifications, terms, and conditions of the ITB. Including alternate awardees allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases. The primary Awardee, Gold Coast Environmental Solutions Inc., is a certified Women's Business Enterprise with the District.

The Affirmative Procurement Initiative implemented in this solicitation is the Minority Women's Business Enterprise (M/WBE) Annual Aspirational Goals.

PWS did a market benchmark with sister School Boards and no comparable contracts were found.

#### Financial Impact

##### Responsible: PWS and PPO

The total spending authority estimated for the renewal period is \$530,000 as calculated below:

|  |   |                  |
|--|---|------------------|
| Projected average monthly expenditures |   | \$14,588         |
| Number of months                       | * | 36               |
| Estimated forecasted spend             |   | \$525,167        |
| <b>Total spend authority (rounded)</b> |   | <b>\$530,000</b> |

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PWS is responsible for the control of the District contracts' spending authority. This action is performed through the unique Bid ID issued per solicitation, which only has a new number assigned when a new solicitation is awarded. In a renewal, the original Bid ID assigned to the contract does not change, therefore spending authority analysis is performed in its totality.

The amount requested was determined based on PPO's requirements to satisfy the needs of the District, and a comparison of expenditures from the previous bid term. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.