



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

|                     |   |
|---------------------|---|
| <b>MEETING DATE</b> | 2020-04-21 10:00 - Regular School Board Meeting |
| <b>AGENDA ITEM</b>  | ITEMS   |
| <b>CATEGORY</b>     | EE. OFFICE OF STRATEGY & OPERATIONS             |
| <b>DEPARTMENT</b>   | Procurement & Warehousing Services              |

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| <b>Special Order Request</b>         |                                     |
| <input type="radio"/> Yes            | <input checked="" type="radio"/> No |
| <b>Time</b>                          |                                     |
| <b>Open Agenda</b>                   |                                     |
| <input checked="" type="radio"/> Yes | <input type="radio"/> No            |

**ITEM No.:**  
EE-1.

**TITLE:**  
Recommendation for Renewal and Additional Spending Authority - 18-160B Letter and Legal-sized Paper

**REQUESTED ACTION:**  
Approve the recommendation to exercise the first renewal option and additional spending authority for the above Invitation to Bid (ITB). New Contract Term: August 1, 2020 through July 31, 2021; User department: District-wide; Additional Spending Authority: \$925,000; New Award Amount: \$3,375,000; Awarded Vendor(s): Office Depot, Inc.; School Specialty; Small Minority/Women Business Enterprise Vendor(s): None.

**SUMMARY EXPLANATION AND BACKGROUND:**  
ITB 18-160B - Letter and Legal-sized Paper is being used throughout the District for daily use to print special projects, documents, emails, facsimiles, etc. Under this contract, all orders for white copy paper are being placed by the warehouse. This request is to approve an additional spending authority of \$925,000 and contract renewal for one (1) year starting August 1, 2020 through July 31, 2021.  
A copy of the bid documents are available online at: [http://www.broward.k12.fl.us/supply/agenda/ITB\\_18-160B\\_TitleLetterandLegal-sizedPaper.pdf](http://www.broward.k12.fl.us/supply/agenda/ITB_18-160B_TitleLetterandLegal-sizedPaper.pdf)

**SCHOOL BOARD GOALS:**  
 Goal 1: High Quality Instruction   
 Goal 2: Safe & Supportive Environment   
 Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
The estimated financial impact to the District will be \$925,000. The contract award amount was \$2,450,000. The request is to increase the spending authority by \$925,000, bringing the new contract value to \$3,375,000. The funding source will come from schools' and departments' operating budgets. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

**EXHIBITS: (List)**  
(1) Executive Summary (2) Financial Analysis Worksheet (3) Original Executed Document (4) Recommendation Tabulation 3-23-2018 (5) Renewal Letters-2 (6) Supplier Evaluations-8

**BOARD ACTION:**  
  
(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

|                      |                     |
|----------------------|---------------------|
| Name: Jeffrey Moquin | Phone: 754-321-2650 |
| Name: Mary C. Coker  | Phone: 754-321-0501 |

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**Senior Leader & Title**  
Maurice L. Woods - Chief Strategy & Operations Officer

Signature

Approved In Open Board Meeting On: \_\_\_\_\_  
By: \_\_\_\_\_  
School Board Chair