



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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

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

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:
APPROVED AS AMENDED
(See Amendment Attached)
(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
Maurice Woods
4/13/2020, 5:24:51 PM

Approved In Open Board Meeting On: **APR 21 2020**
By: *[Signature]*
School Board Chair

EE-1 Amendment April 21, 2020 Regular Meeting

Motion to Amend (Carried)

Motion was made by Ms. Korn, seconded by Dr. Osgood and carried, to amend the requested Additional Spend Authority from \$925,000 to \$639,000, anticipating that the Board would have a spend authority request increase in the event that the need for paper is beyond what is available during this contract period.