

## EXECUTIVE SUMMARY

### Recommendation for Renewal and Additional Spending Authority 18-014R – Motor Coach Transportation Services

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#### **Introduction**

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

This request is to approve the recommendation to renew and increase the spending authority for Invitation to Bid (ITB) 18-013R – Motor Coach Transportation Services. The School Board approved ITB 18-013R on June 13, 2012, for a contract term of July 1, 2017 through June 30, 2020, with an option for two (2) additional one (1) year periods. This recommendation is exercising the first option to renew this ITB for one (1) additional year from July 1, 2020 through June 30, 2021, with an additional spending authority of \$265,000.

#### **Goods/Services Description**

**Responsible: District-wide**

This ITB for Motor Coach Transportation Services provides for extra-curricular motor coach transportation services that will transport students, staff, chaperones, advisors, etc. to and from athletic and scholastic events, field trips, and grad night. Single-day or overnight trips may be to various sites throughout Broward, Palm Beach, Miami-Dade Counties, and the State of Florida. On occasion, trips may leave the State of Florida and travel out of state. Awarded vendors under this contract shall be the only approved and qualified bus companies to provide these services to Broward County Schools.

#### **Procurement Method**

**Responsible: PWS**

The School Board of Broward County, Florida, released ITB 18-013R, which ran from April 21, 2017 through May 12, 2017. This ITB was approved at the June 13, 2017, School Board meeting. Seventeen (17) vendors were approved for the award. There were two (2) additional releases of ITB 18-013R to award additional vendors. ITB 18-013R-01 was approved by the School Board on October 3, 2017, to add an additional eight (8) vendors, and ITB 18-013R-02 was approved by the School Board on March 5, 2017, to add an additional three (3), vendors.

There is a total of twenty-six (26) vendors awarded under this ITB, which a total of six (6) vendors are Small Minority/Women Business Enterprise.

#### **Financial Impact**

**Responsible: PWS**

The additional estimated spend for the term of the contract is \$265,000, which was determined based on historical usage reports and forecasted expenditures.

Upon approval of this item, the new spending authority will be \$1,015,000.

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The following table is a breakdown of the additional spending request of \$265,000

Monthly spend		\$ 21,579
Forecasted spend fifteen (15) months	(X)	15
Forecasted spend		\$ 323,685
(-) Unused spending authority		\$ 59,471
Estimated spending authority		\$ 264,214
<b>Recommended additional spending authority (rounded)</b>		<b>\$ 265,000</b>

The following table is a breakdown of the total contract award for ITB 18-013R:

Action	Date	Term (Years)	Amount
Original spending authority request	6/13/2017	3	\$ 750,000
Additional vendors awarded	10/3/2017	N/A	0
Additional vendors awarded	3/5/2019	N/A	0
1 <sup>st</sup> renewal and additional spending authority	4/21/2020	1	\$ 265,000
<b>New total Spending Authority</b>		<b>4</b>	<b>\$ 1,015,000</b>

The funding for this ITB will come from the departments and schools' operating budget and/or internal funds.