

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.

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.

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 <u>forecasted</u> spending authority	\$ 85,922
Total requested spending authority (rounded)	\$ <u>37,000</u> 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> <u>(years)</u>	<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	\$ 37,000 86,000
New Total Contract Amount		5	\$ 654,440 703,440

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.

