



Materials Management
Purchasing Department
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MEMORANDUM

TO: Members of the School Board
Terrence Connor, Superintendent
Bonnie Penner, Assistant Superintendent Chief Financial Officer

FROM: Tracy Brizendine, Director of Materials Management

TITLE: APPROVAL TO PURCHASE MATERIALS AND/OR SERVICES FROM VENDORS UNDER PIGGYBACK CONTRACT WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR SCHOOL BUS PARTS

DESCRIPTION: Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

GAP ANALYSIS: Sarasota County Schools requires vendors to provide bus parts for our bus fleet.

PREVIOUS OUTCOMES: Agreements for the required goods and services have been successfully implemented in the previous years through another School District, but their contract had expired. We would like to switch contracts at no financial impact.

EXPECTED OUTCOMES: That Sarasota County Schools will continue to use Matthews Bus for school bus parts.

STRATEGIC PLAN GOAL: Pillar 4: Every School Equipped
Priority 3: Ensure Safe Schools and Classrooms

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FINANCIAL IMPACT: No financial impact. Funding Source: Capital Funds

RECOMMENDED MOTION: That the cooperative contracts awarded to Matthews Bus for the anticipated purchase of materials and/or services be approved as presented.

PURCHASE OF GOODS OR SERVICES THROUGH PIGGYBACK CONTRACTING

<u>DEPARTMENT</u>	<u>NAME OF OTHER ENTITIES BIDS</u>	<u>REASON</u>	<u>AWARDED VENDORS</u>	<u>NOT TO EXCEED AMOUNT</u>
Transportation Department	Per Manatee County Schools For Bus Parts	The purchase of bus parts was already approved using Brevard County schools we would just be switching contracts	Matthews Bus	No Financial Impact