

CAPISTRANO UNIFIED SCHOOL DISTRICT
BOARD REPORT

To: Board of Trustees

From: Clark Hampton, Deputy Superintendent, Business and Support Services
Prepared by: Lynh N. Rust, Executive Director, Contracts and Purchasing

Date: October 16, 2019

Board Item: San Diego Unified School District Bid No. GD19-0545-03, Classroom Science, Technology, Engineering, Art, and Math (STEAM) Supplies – School Specialty, Incorporated

HISTORY

Public Contract Code § 20111 requires competitive bidding for public contracts involving an expenditure of more than \$50,000 (adjusted annually by the California Department of Education (CDE)), including the purchase of materials or supplies to be furnished to the District. In December 2018, CDE adjusted the bid limit to be \$92,600.

BACKGROUND INFORMATION

School boards have the authority to “piggyback” on another public agency’s bid, pursuant to Public Contract Code § 20118, when it is in the best interest of a district. It is often advantageous to utilize piggyback contracts when items are identical to the District’s specifications. Using piggyback contracts saves time and often provides lower prices than a single jurisdiction would be able to obtain.

CURRENT CONSIDERATIONS

To conduct a competitive bid, District resources (such as staff time and funds for legal advertising) are expended. Utilizing piggyback bids that have already been awarded through a competitive process is an efficient mechanism for legally procuring materials, supplies, and incidental services and preserving District resources. San Diego Unified School District Bid No. GD19-0545-03 was awarded to School Specialty, Incorporated for the purchase of classroom science, technology, engineering, art, and math (STEAM) supplies. The term of this piggyback contract is through January 8, 2022.

FINANCIAL IMPLICATIONS

The estimated annual expenditure for the proposed piggyback contract is \$450,000 funded by various applicable funding sources. Actual expenditures will vary on needs and the availability of funds.

Approval to use a piggyback procurement contract to comply with competitive bidding requirements is not synonymous with approving the amount of expenditures estimated utilizing the contract. Actual purchase orders (PO) are issued when needs arise, which are submitted to the Board for approval in each Board agenda PO listing.

STAFF RECOMMENDATION

It is recommended the Board approve the utilization of San Diego Unified School District Bid No. GD19-0545-03 and any subsequent revisions, amendments, and extensions awarded to School Specialty, Incorporated for the purchase of classroom science, technology, engineering, art, and math (STEAM) supplies.

PREPARED BY: Lynh N. Rust, Executive Director, Contracts and Purchasing

APPROVED BY: Clark Hampton, Deputy Superintendent, Business and Support Services