

**Procurement Reports
District Five Board of Trustees
Monday, September 28, 2020**

Our Procurement Code requires the District to provide the Board of Trustees with certain reports annually. At the September 28, 2020 meeting, we will brief and update on the following:

- **Sole source procurements**
- **Emergency procurements**
- **Minority business activity**
- **Procurement audit**

EXPLANATIONS

(This information is from our procurement code.)

SOLE SOURCE PROCUREMENTS (Greater than \$2,500.00)

A purchase order may be issued for a supply, service, equipment or construction item without competition if/when the Superintendent, Assistant Superintendent for Operations, or Director of Finance determines in writing that there is only one source for the required item or service.

CONDITIONS THAT COULD NECESSITATE A SOLE SOURCE PROCUREMENT:

- where the compatibility of equipment, accessories, or replacement parts is of paramount consideration;
- a unique item is needed for trial use, or testing;
- where the item is one of a kind.

EMERGENCY PROCUREMENTS (Greater than \$2,500.00)

EMERGENCY PROCUREMENTS EXIST WHEN THERE IS:

- an immediate threat to public health or welfare;
- an immediate threat to the safety of people or property;
- an adverse effect on normal day-to-day operations.

SOLE SOURCE & EMERGENCY PROCUREMENTS

2019-2020

Sole Source (7)

- 7/18/19
 - Varitronics - supplies for VariQuest Laminator
 - PO #124694 (\$3177.37)
 - Sole source documentation provided

- 9/17/19
 - Pegg's Recreation – dismantle, move, reassemble RES playground
 - PO #125580 (\$5500.00)
 - Manufacturer must perform the work in order to maintain product warranty

- 9/26/19
 - CMC Neptune, LLC – digital media software
 - PO #125684 (\$2750.00)
 - Sole source documentation provided

- 1/30/20
 - Riddell – Football helmet & shoulder pad re-conditioning
 - PO #127130 (\$4995.89)
 - Riddell will only certify their equipment when their own certified technicians perform the re-conditioning work

- 4/6/20
 - Project Lead the Way – Lab equipment and supplies
 - PO #127582 (\$7436.96)
 - Sole source documentation provided

- 4/14/20
 - EAI Education – Manipulatives and supplies for new classrooms
 - PO #127619 (\$3604.07)
 - Items needed to match existing inventory

- 5/29/20
 - School Outfitters – Media Center furniture
 - PO #127867 (\$5021.92)
 - Sole source documentation provided

Emergency (7)

- 3/4/20
 - ADW, Inc – Major water leak at BFA
 - PO #127391 (\$3556.00)
 - Failure to repair the leak as soon as possible would have had an adverse effect on school operations

- 3/11/20
 - United Refrigeration – replacement HVAC unit at MTCC
 - PO #127486 (\$3220.00)
 - In the midst of the coronavirus epidemic, staff felt it necessary to get this repair completed as soon as possible in order to restore air circulation

- 4/27/20
 - Blanchard Mechanical – repair of emergency generator at ACA
 - PO #127673 (\$7043.17)
 - Unit was struck by lightning. Immediate repair was necessary because of ongoing construction project creating frequent power outages

- 5/12/20
 - Paul Davis Restoration – Clean and sanitize 56 buses and 2 vans
 - PO #127786 (\$17,187.24)
 - Due to confirmed cases of Covid-19/coronavirus among food service staff who were transporting lunches, D5 immediately moved to sanitize all vehicles that could have been contaminated

- 6/15/20
 - United Chemical and Supply – backpack disinfectant sprayer
 - PO #127967 (\$8430.23)
 - Covid-19 emergency procurement. Documentation provided.

- 6/17/20
 - United Chemical and Supply – sprayer, sanitizer, etc
 - PO #127996 (\$28,684.97)
 - Covid-19 emergency procurement. Documentation provided.

- 6/23/20
 - United Chemical and Supply – sanitizer
 - PO #128021 (\$9521.66)
 - Covid-19 emergency procurement. Documentation provided.

MINORITY BUSINESS ENTERPRISE UTILIZATION PLAN

The South Carolina Consolidated Procurement Code requires that all State agencies that have adopted a procurement code that is substantially similar to the State code formulate a Minority Business Enterprise Utilization Plan. The MBE Plan is designed to ensure that minority businesses are offered equal opportunity to fully participate in the overall procurement process of the District.

DEFINITIONS

The term "minority business" is defined as a business holding a Certificate of Eligibility issued by the South Carolina Office of Small and Minority Business Assistance (OSMBA). This certification can be issued to a business that is at least 51% owned by one or more citizens who are determined to be socially and economically disadvantaged. Such groups include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asians, and Women, regardless of race or origin.

The Office of Small and Minority Business Assistance maintains a list of vendors (approximately 660) who are certified as Minority-Owned. In addition, we flag business in our accounting software if we are aware that they are minority-owned.

GOALS

Our Minority Business Enterprise Plan states that we will strive to spend at least 10% of our total procurements with minority-owned firms.

MINORITY BUSINESS ACTIVITY

Total procurements as indicated by our Vendor Activity Report:	\$32,250,371
Reimbursements, utilities, transfers to educational entities, etc:	- \$17,054,824
	\$15,165,547*

Procurements involving Minority Owned Companies: **\$676,343**

4.5% of total eligible procurements involved minority-owned businesses.

**\$11,510,140 to one vendor (Harper Corporation). With them eliminated, total procurements becomes \$3,655,407 and equals 19%. Typically would be eliminated. Was not due to CMAR process of selection instead of straight bid.*

<u>YEAR</u>	<u>SPENDING</u>	<u>PERCENTAGE</u>
2018-2019	\$558,223	2.5%
2017-2018	\$357,907	9.5%
2016-2017:	\$542,387	12.7%
2015-2016:	\$448,479	10.9%
2014-2015:	\$253,618	7.6%
2013-2014:	\$220,627	6.6%
2012-2013:	\$226,943	5.2%