



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with the Savor Food and Beverage to provide catering services for the Broward College Spring 2025 Commencement ceremony. Estimated Contract Spend Amount: \$10,156.84, Estimated Cumulative Amount: \$12,188.20, Estimated Contract Revenue: \$0.00

Funding Source: FD201- Student Activities and Service Fees

Additional Fiscal Explanation: Accounted for 20% variance in overages, etc.

Presenter(s): Richard Pulido, Vice President of Student Services

1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space. The purpose of this purchase is to secure food and beverage services from Savor, for our Spring 2025 graduation ceremony.

2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver. Bid waiver exception pursuant to FL DOE 6A-14,0734(2) (d) Food and College Procedure A6Hx2-6.34. The supplier selected is Savor Food and Beverage through The Broward County Convention Center. Savor Food and Beverage has exclusive food and beverage rights to and no external catering vendors are permitted.

3. Describe business rationale for the purchase and how it was procured.

(A) What is the benefit of the purchase. If there is an ROI, describe the ROI and how calculated. This purchase ensures that essential food and beverage services are provided for VIPs, faculty, and volunteers during the Spring 2025 graduation ceremony at the Broward County Convention Center.

(B) How does the purchase support the Strategic Business Plan. Required Service: The Broward County Convention Center mandates the use of Savor Food and Beverage as the exclusive food and beverage provider. Additionally, since the event spans the entire day and outside food is not permitted, securing catering services is necessary to support faculty, staff, and volunteers.

(C) If applicable, what is the rationale for the use of piggybacks, existing contract extensions, bid waivers in lieu of the College conducting a competitive solicitation. Bid waiver exception pursuant to FL DOE 6A-14,0734(2) (d) Food and College Procedure A6Hx2-6.34. The Broward County Convention Center grants exclusive food and beverage rights to Savor, meaning no external catering vendors are permitted.

(D) If a competitive solicitation process was conducted by the College, describe the process. A competitive solicitation process was not conducted for this purchase, as Savor Food and Beverage is the exclusive food and beverage provider for the Broward County Convention Center. Due to this exclusivity, no other vendors are permitted to provide catering services at the venue. As a result, this purchase is a sole source procurement.

This Executive Summary is approved by:

Richard Pulido
Vice President of Student Services