



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the non-standard agreement with Federal Express (FedEx) for shipping services for Auxiliary Services (college-wide) for FY2025-2026.

Estimated Contract Spend Amount: \$5,000.00, Estimated Cumulative Amount: \$0.00, Estimated Contract Revenue: \$0.00 Funding Source: FD300

Presenter(s): John Thornton, Vice Provost of Academic Affairs

1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space. The purpose of this agreement with FedEx is to provide delivery and shipping services for Broward College, utilizing our account. Packages, documents and time sensitive items are delivered daily; both nationally and internationally. These services are for FY2025-2026.

2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver. Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there are no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. One quote was obtained by the requesting department to identify the best value for the required commodity or service. No bid waiver was used.

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. The benefit of this Purchase Order is to support Broward College's logistical needs.

(B) How does the purchase support the Strategic Business Plan. This purchase will support the Strategic Plan by providing the best shipping services for Faculty, Staff and Students.

(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. Not applicable.

(D) If a competitive solicitation process was conducted by the College, describe the process. Not applicable. No competitive solicitation required.

This Executive Summary is approved by:

**John Thornton
Vice Provost of Academic Affairs**



**EXHIBIT "A" to Purchase Order
STATEMENT OF WORK**

Description of Services: Fedex is an international company that provides delivery and shipping services for Broward College. Packages, documents and time sensitive items are delivered daily; both nationally and internationally.

Pick up Services

Fedex will pick up packages that were sent out by Broward College departments from Material and Mail Services at Broward College.

Delivery Services

Fedex will deliver packages to Material and Mail Services, for Broward College departments and outside vendors.

Payment

Fedex will be compensated for their services by Broward College employees via Purchase Order. A receipt is created upon arrival of the shipped item or confirmation of the outside vendor's receipt of item(s).

Drop off Services

Fedex will also accept item(s) that are brought to the FedEx store by Broward College employees.

Locations

Delivery and pick up locations include Central, Cypress Creek, Downtown, North and South Campus.

A. Hugh Adams Central Campus

3501 Davie Rd.
Davie, FL 33314

Cypress Creek Admin. Center / Online Campus

6400 N.W. 6th Way
Ft. Lauderdale, FL 33309

Judson A. Samuels South Campus

7200 Pines Blvd.
Pembroke Pines, FL 33024

North Campus

1000 Coconut Creek Blvd.
Coconut Creek, FL 33066



**EXHIBIT "A" to Purchase Order
STATEMENT OF WORK**

Willis Holcombe Center
111 East Las Olas Blvd.
Bldg. 33
Ft Lauderdale, FL 33301

Total Consideration Payable for the Services: \$5,000 during FY 2025-2026 Services are per pricing sheet attached