



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) with The Peterbilt Store South Florida LLC for Heavy Duty Commercial truck parts and services on as needed basis during FY2024-2025 for the Fleet Department. Fiscal Impact: Estimated \$10,000.00**

**Presenter(s):** Deborah Czubkowski, VP Facilities Management

**What is the purpose of this contract and why is it needed?** The purpose of this agreement (blanket purchase order) with the Peterbilt Store South Florida LLC is to provide heavy duty commercial truck preventative maintenance, purchase parts and make repairs to the Broward College box truck used by Material Services for relocating furniture, equipment and various other deliveries collegewide. The College does not have the equipment or resources to work on this vehicle in house. This is an essential service for our equipment on an on-needed basis during FY2024-2025.

**What procurement process or bid waiver was used and why?** Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there is no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. One quote was obtained by per campus location to identify the best value for the required commodity or service.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?** Yes, this is part of the 2024/2025 fiscal year's budget.

**What fund, cost center and line item(s) were used?** FD100, CC0037 (GLC 62500).

**Has Broward College used this vendor before for these products or services?** Yes, the box truck is manufactured by Peterbilt, they are the most knowledgeable for maintaining the vehicle.

**Was the product or service acceptable in the past?** Yes, they provide excellent service whenever we bring the vehicle into their facility for service.

**Was there a return on investment anticipated when entering this contract?** Yes, they service the box truck for preventative maintenance service and in the event the box truck breakdown.

**Was that return on investment not met, met, or exceeded and how?** Met, the vendor maintains the vehicle in accordance to manufacturer's standards.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Not Applicable

**Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?**

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

**FISCAL IMPACT:**

**Board Item**

Meeting of September 4, 2024

Description: Estimated \$10,000.00 CC0037, BU201, FD100, PG000221

05/28/24

CC0241 · Vehicle Equipment Maintenance

(\$10,000.00)

**Donald Astrab**


Donald Astrab, VP, Academic Operations, Analytics, & Comm





















8/5/2024

APPROVAL PATH: 12133 The Peterbilt Store South Florida LLC (Heavy Duty Commercial Truck Services)

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Deborah Czubkowski	VP, Facilities Management		 Completed	
2	Donald Astrab	Chief Operating Officer		 Completed	
3	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
4	Zaida Riollano	Procurement Approval		 Completed	
5	Rabia Azhar	CFO Review		 Completed	
5	Christine Sims	Budget Departmental Review		 Completed	
5	Legal Services Review Group	Review and Approval for Form and		 Completed	
6	<b>Board Clerk</b>	Agenda Preparation		 Pending	
7	District Board of Trustees	Meeting	09/24/24 11:00 AM	 Pending	
8	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	