



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard contract for services with Action Target, Inc. for ITS-2025-009-OA - Gun Range Equipment Services to provide gun/firing range equipment services.**

**Fiscal Impact: \$90,000.00, Cumulative amount: \$0.00, Revenue: \$0.00**

**Presenter(s): Deborah Czubkowski, Vice President of Facilities Management**

**1. Describe the purpose of this purchase of goods, services, information technology, construction, or use of space.** This agreement is for Gun Range Equipment Services for quarterly maintenance and calibration of existing gun range equipment. This equipment currently located on the Central Campus Broward College Institute of Public Safety (IPS) facilities buildings #21 and #22. The new contract would replace the existing contract for ITS-2018-125-EH Gun Range Equipment Maintenance and Calibration that expires 01/08/2025.

In addition to preventive maintenance and repair services, the College may order consumables or long lead parts, at the College's discretion, to have on hand at the College as inventory to assist and to reduce repair cycle time. Parts and equipment prices shall include inside delivery to the specified College campus. The Vendor will receive individual purchase orders for parts and equipment specifying the ship to address. The College may issue open (blanket) purchase orders as required. Receipt of purchase orders does not authorize the release or shipment of any goods or service. For all open orders, items will be ordered on an as needed basis using an order form. Shipments received because of an open order, where an order form has not been released, will not be accepted and no cost shall be incurred by the College as a result.

The Vendor shall provide a report to the College within ten (10) days of a service call that includes a complete description of any equipment malfunction repair diagnosis (if applicable), services performed, and parts replaced, etc.

Contract Term: Three-Year Contract from 1/9/2025 to 1/8/2028.

Renewals: The contract has three (3) one-year renewal options through 1/9/2031.

**2. Describe the competitive solicitation method used or, if none, the exemption relied on for bid waiver.**

The procurement process utilized was bid waiver exception to the requirement to solicit competitive offers for goods or services per FLDOE Rule 6A-140734(e) and College Procedure A6Hx2-6.34 for services or commodities available from a single or sole source. The College issued and publicly noticed the ITS (Intent to Sole Source) for 15 business days.

**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. Not applicable.**

**(B) How does the purchase support the Strategic Business Plan. Not applicable.**

**(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.** Action Target, Inc. (ATI) holds 50 Patents on its products, having no dealers or distributors. Their parts and services can only be purchased from Action Target, Inc. (ATI). Currently, there is equipment at Central Campus which is utilized by the Broward College Institute of Public Safety education program for police cadet students. Since this equipment is manufactured by Action Target, Inc. (ATI) the College released an Intent to Sole Source (ITS-2025-009-OA) for maintenance of gun range equipment.

**(D) If a competitive solicitation process was conducted by the College, describe the process. Not applicable.****4. 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?**

**This Executive Summary is approved by:**

**Deborah Czubkowski  
Vice President of Facilities Management**