



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) with Rechtien International Trucks, Inc. 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, Vice President, Facilities Management

**What is the purpose of this contract and why is it needed?** The purpose of this agreement with Rechtien International Trucks, Inc. is to facilitate the rental of a box truck, the provision of heavy-duty commercial truck preventative maintenance, purchase of parts, and the execution of repairs for the Broward College box truck used by Material Services. This truck is essential for relocating furniture, equipment, and handling various other deliveries collegewide. The College does not possess the equipment or resources to service this vehicle in-house, these services are required on an as-needed basis throughout 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 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?** Funds available in FD100, CC0037 (GL62500).

**Has Broward College used this vendor before for these products or services?** No, the box truck is manufactured by Rechtien International Trucks, Inc. They are the most knowledgeable for maintaining the box truck.

**Was the product or service acceptable in the past?** Not Applicable.

**Was there a return on investment anticipated when entering this contract?** No.

**Was that return on investment not met, met, or exceeded and how?** Not Applicable.

**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:

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

# Donald Astrab


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

9/22/2024

APPROVAL PATH: 12491 Rechten International Trucks, Inc. (Heavy Duty Commercial Truck Parts & 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	Orlando Aponte	Procurement Approval		 Completed	
5	Rabia Azhar	CFO Review		 Completed	
5	Christine Sims	Budget Departmental Review		 Completed	
5	<b>Legal Services Review Group</b>	Review and Approval for Form and		 Completed	
6	Board Clerk	Agenda Preparation		 Pending	
7	District Board of Trustees	Meeting	12/10/24 11:00 AM	 Pending	
8	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



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

**Description of Services:**

Rechtien International Trucks, Inc. will facilitate the rental of a box truck as needed, preventative maintenance on heavy-duty commercial trucks, purchase of parts, and the execution of repairs for the Broward College box truck used by Material Services. This truck is essential for relocating of furniture, equipment, and handling various other deliveries collegewide. The College does not possess the equipment or resources to service this vehicle in-house, these services are required on an as-needed basis throughout FY2024-2025.

**Total Consideration Payable for the Services:**

Compensation paid under this Purchase Order for all requested parts, services and rentals will not exceed \$10,000 (college-wide). Payment will be made to Rechtien International Trucks, Inc. under the terms of this agreement