



February 24, 2021

TO: THE DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE

FROM: SANFORD C. SHUGART
President

RE: EXPRESS PACKAGE AND DELIVERY - UNITED PARCEL SERVICES, INC. (UPS)
FREIGHT CHARGES

In March 2020, Valencia College's independently run Campus Store, due to the Coronavirus pandemic, was challenged with finding a means to deliver educational materials to students in a timely and safe manner without requiring students to visit a campus in order to receive their purchases. The existing (predominately in-person) retail distribution process would not allow for a consistently safe exchange of materials to students. The College quickly adjusted to a centralized distribution method that featured the shipment of instructional materials to students using our outside delivery carrier, United Parcel Services, Inc.

From July through December of FY 2020-2021, the Campus Store processed 33,286 online orders as compared to 9,754 online orders the year prior. In the fall term, the College supported students by offering free shipping on orders placed from November 30, 2020 to January 3, 2021. Due to this change in process, it was difficult to project demand at the beginning of the fiscal year. Due to the enthusiastic response of our students to this process change, the shipping costs incurred with UPS will exceed Category Five threshold of \$325,000, thus requiring Board approval. These services, and associated costs, are accounted for in the Campus Store's auxiliary fund. Please note that it is expected that costs associated with this process change may qualify for federal CARES funding support.

In accordance with Valencia College Policy 6Hx28:5-10, *Procurement Requirements for Commodities and Services*, the College requests approval to increase the Purchase Order for United Parcel Services, Inc. (UPS) that are estimated to exceed Category Five Threshold as specified in Section 287.017, Florida Statutes. Procurement of Services for Express Package and Delivery Related Services are being contracted through E&I Cooperative Services Master Contract Number CNR01461, at reduced educational prices.

RECOMMENDATION:

The President recommends that the District Board of Trustees of Valencia College authorize the College to increase the value of the purchase of services with United Parcel Services, Inc. (UPS) for a cost not to exceed \$500,000 for FY 20/21.

President