



February 24, 2022

**TO:** THE DISTRICT BOARD OF TRUSTEES OF VALENCIA COLLEGE

**FROM:** KATHLEEN PLINSKE  
President

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

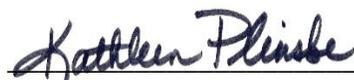
Since the declaration of the COVID-19 pandemic on March 13, 2020, Valencia College's self-managed campus stores were challenged with finding a means to deliver educational materials to students in a timely and safe manner without requiring students to visit a campus in order to receive their purchases. The 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. During FY 2020-21 the College supported students by offering free shipping, leveraging the use of federal funds through the CARES Act. Similarly, the College was able to maintain free shipping of instructional materials during FY 2021-22 with the availability of federal funding through the American Rescue Plan funding.

The College has shipped and distributed over 47,000 online orders during the current fiscal year. It is expected that shipping costs associated with those online orders will approach \$500,000 by year end, exceeding the Category Five purchasing threshold of \$325,000 as specified in Section 287.017, F.S., which requires Board approval. Free shipping of materials will end with the closure of the American Rescue Plan – HEERF, anticipated to close out on June 13, 2022.

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) in an amount exceeding \$325,000 but not to exceed \$500,000.. 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.

**RECOMMENDED ACTION:**

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 21/22, as presented.

  
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President