



REVISED

AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Special Order Request☐ Yes☒ No

Time

Open Agenda☐ Yes☒ No

ITEM No.:

E-3.

MEETING DATE

Jul 28 2015 10:15AM - Regular School Board Meeting

AGENDA ITEM

CONSENT ITEMS

CATEGORY

E. OFFICE OF STRATEGY & OPERATIONS

DEPARTMENT

Procurement & Warehousing Services

TITLE:

Termination of Bid - 15-104B - Hand Sanitizer Foam with Dispenser and Stand

REQUESTED ACTION:

Approve the termination of Bid 15-104B - Hand Sanitizer Foam with Dispenser and Stand. Bid Term: March 18, 2015, through June 30, 2018, 3 Years, 3 Months; User Department: Various Locations; Award Amount: \$50,000; Awarded Vendor(s): Dade Paper and Bag Co.; M/WBE Vendor(s): None

SUMMARY EXPLANATION AND BACKGROUND:

This agenda item requests approval to terminate the bid with Dade Paper and Bag Company. Dade Paper and Bag Co. indicated that they had made an error in pricing and could not complete the work. Pursuant to Section 3, General Conditions 57, of 15-104B, Hand Sanitizer Foam with Dispenser and Stand, "This contract award may be terminated with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Bid." The recommendation to award the new Bid 16-026B, Hand Sanitizer Foam with Dispenser and Stand, was presented as a Post Approval (7-20-2015) **will be presented as a Post Approval at the July 28, 2015, School Board meeting.**

See Supporting Docs for continuation of Summary Explanation and Background.

A copy of the bid documents are available online at: <http://www.broward.k12.fl.us/supply/agenda/15-104B-Hand-Sanitizer.pdf>

SCHOOL BOARD GOALS:

☐ Goal 1: High Quality Instruction ☒ Goal 2: Continuous Improvement ☐ Goal 3: Effective Communication

FINANCIAL IMPACT:

There is no financial impact to the District.

EXHIBITS: (List)

(1) Continuation of Summary Explanation and Background (2) ~~Approved Post Approval Memo 7-20-2015~~ (DELETED) (3) Approved Post Approval Memo 3-11-2015 (4) Recommendation Tabulation P-3-17-2015 (5) Vendor Termination Letter (6) Financial Analysis Worksheet

BOARD ACTION:**APPROVED**

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Ruby Crenshaw

Phone: 754-321-0501

Name:

Phone:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Maurice L. Woods - Chief Strategy & Operations Officer

Signature

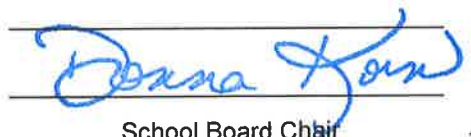
Maurice Woods

Monday, July 27, 2015 6:41:26 PM

Approved In Open
Board Meeting On:

By:

JUL 28 2015


School Board Chair

Termination of Bid
15-104B – Hand Sanitizer Foam with Dispenser and Stand
July 28, 2015 Board Agenda
Page 2

CONTINUATION OF SUMMARY EXPLANATION AND BACKGROUND

The Procurement & Warehousing Services' staff could not award the next lowest bidder because bid pricing is valid for ninety (90) days. The timeline between when the bid was opened through the completion of termination has passed the ninety (90) day period.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

Telephone: (754) 321-2600

Facsimile: (754) 321-2701

July 27, 2015

TO: School Board Members

FROM: Maurice L. Woods *M.W.*
Chief Strategy & Operations Officer

VIA: Robert W. Runcie
Superintendent of Schools *RWR*

SUBJECT: **E-3, TERMINATION OF BID 15-104B, HAND SANITIZER FOAM WITH DISPENSER AND STAND, FOR THE JULY 28, 2015, REGULAR SCHOOL BOARD MEETING**

Attached is a revision for agenda item E-3, Termination of Bid 15-104B, Hand Sanitizer Foam with Dispenser and Stand, for the July 28, 2015, Regular School Board Meeting.

Revisions were made to the Agenda Request Form (Summary Explanation and Background, first paragraph, last sentence from "was presented as a Post Approval (7-20-2015)," to "will be presented as a Post Approval at the July 28, 2015, School Board meeting" and in the Exhibits (remove "Approved Post Approval Memo 7-20-2015" and replace the Vendor Termination Letter).

RWR/MLW/RC:ol
Attachment

cc: Senior Leadership Team
Noemi Gutierrez, Supervisor, Official School Board Records



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0505 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
RUBY CRENSHAW, CPPO, DIRECTOR
www.browardschools.com

SCHOOL BOARD

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PATRICIA GOOD
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ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

July 27, 2015

Ms. Debbie Insuasti
Dade Paper & Bag Co.
9601 NW 112th Avenue
Miami, FL 33178

Phone: 800-226-3233
Fax: 305-883-9363
Email: dinsuasti@dadepaper.com

RE: Termination Letter for ITB No. 15-104B – Hand Sanitizer Foam with Dispenser and Stand

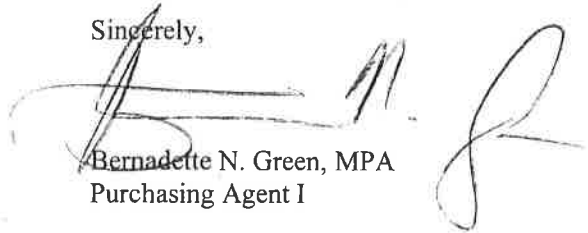
Dear Ms. Insuasti:

In accordance with General Condition 57, Termination of ITB 15-104B states, "This contract award may be terminated with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Bid."

This letter is to notify your company of the thirty (30) days written notice to terminate this contract. The recommendation to terminate this contract will be placed on the July 28, 2015, School Board meeting. The termination date will be effective on August 28, 2015.

If you have any questions or require additional information, please contact my office or via e-mail at Bernadette.Green@browardschools.com.

Sincerely,


Bernadette N. Green, MPA
Purchasing Agent I

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT**

**ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS**

March 11, 2015

TO: School Board Members

FROM: Maurice L. Woods *MLW*
Chief Strategy & Operations Officer

VIA: Robert W. Runcie *RWR*
Superintendent of Schools

SUBJECT: **NOTIFICATION OF BIDS AND RFPS AWARDED FOR LESS THAN \$500,000
PURSUANT TO SCHOOL BOARD POLICY 3320, PART II, RULES (D), (P), (S)**

In accordance with School Board Policy 3320, please find listed below those bids, RFPs, and awards for the utilization of state contracts or piggyback of other governmental agency contracts less than \$500,000.

Notification to the Board of these amounts does not mean that the amounts shown will be spent. These amounts represent the estimated contract value for purchases that may be made from available funds in various school/department/center budgets and do not require any changes to the District budget.

New Bid/RFP Award

<u>Bid/RFP</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>AMOUNT</u>
15-104B	Hand Sanitizer Foam with Dispenser and Stand Contract period: March 18, 2015 through June 30, 2018	Various Locations	\$50,000
55-118E	Vanderbilt Assessment of Leadership in Education (VAL-ED) Contract period: March 18, 2015 through March 16, 2016	Various Locations	\$68,400

**Authorization to submit Surplus Property List Under \$500,000
Surplus Report January 29, 2015**

NET BOOK VALUE: \$154,916

The Net Book Value of the items to be disposed of is \$154,916. The Net Book Value is an accounting term used to describe the cost of an asset, less accumulated depreciation or amortization. The items will be disposed of as prescribed by law.

If you have any questions or require additional information, please contact Director Ms. Ruby Crenshaw of Procurement & Warehousing Services at 754-321-0501.

RWR/MLW/RC:ol

cc: Senior Leadership Team
Ruby Crenshaw, Director, Procurement & Warehousing Services

The School Board of Broward County, Florida
Procurement & Warehousing Services

ITB No.: <u>15-104B</u>	Tentative Board Meeting Date*: <u>P-MARCH 17, 2015</u>
Description: <u>HAND SANITIZER FOAM WITH DISPENSER</u>	Notified: <u>79</u> Downloaded: <u>37</u>
<u>AND STAND TERM CONTRACT</u>	ITB Rec'd: <u>6</u> No Bids: <u>3</u>
For: <u>VARIOUS LOCATIONS</u>	ITB Opening: <u>FEBRUARY 24, 2015</u>
(School/Department)	
Fund: <u>VARIOUS FUNDS</u>	Advertised Date: <u>JANUARY 23, 2015</u>
	Award Amount: <u>\$50,000</u>

POSTING OF ITB RECOMMENDATION/TABULATION: ITB Recommendations and Tabulations will be posted in the Procurement & Warehousing Services and www.Demandstar.com on **MARCH 4, 2015 @ 3:00 PM**, and will remain posted for 72 hours. Any person who is adversely affected by the decision or intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3)(b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays and days during which the school district administration is closed shall be excluded in the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement & Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351. Any person who files an action protesting an intended decision shall post with the School Board, at the time of filing the formal written protest, a bond, payable to The School Board of Broward County, Florida, (SBBC), in an amount equal to one percent (1%) of the estimated value of the contract. Failure to post the bond required by SBBC Policy 3320, Part VIII, Purchasing Policies, Section N, within the time allowed for filing a bond shall constitute a waiver of the right to protest.

(*) The Cone of Silence, as stated in the ITB, is in effect until this bid is approved by SBBC. The School Board meeting date stated above is a tentative date. Confirm with the Purchasing Agent of record for the actual date the Cone of Silence has concluded.

RECOMMENDATION/TABULATION

VENDOR'S NAME

ITEM(S) AWARDED

DADE PAPER AND BAG CO.

1 (A-C)

IT IS RECOMMENDED THAT THE AWARD BE MADE TO THE ABOVE LOW BIDDER MEETING SPECIFICATIONS, TERMS AND CONDITIONS.

CONTRACT PERIOD: MARCH 18, 2015 THROUGH JUNE 30, 2018

By: [Signature] Date: 2/25/2015
(Purchasing Agent)

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination complaint, may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) at 754-321-2158.

2

[illegible]



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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ROBERT W. RUNCIE
Superintendent of Schools

June 9, 2015

Debbie Insuasti
Dade Paper & Bag Co.
9601 NW 112th Ave
Miami, FL 33178

Phone: 800-226-3233
Fax: 305-883-9363
Email: www.dadepaper.com

RE: Termination Letter for ITB No. 15-104B Hand Sanitizer Foam with Dispenser and Stand

Dear Ms. Insuasti:




In accordance with General Condition 57, Termination of ITB 15-104B, states, "This Bid may be canceled with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Bid."

This letter is to notify your company of the thirty (30) day written notice to terminate this contract. At the July 28, 2015, School Board Meeting, the School Board approved the termination of the above referenced contract. The termination date will be effective on August 28, 2015 to allow transition to the new contract.

If you have any questions, please contact me at: bernadette.green@browardschools.com.

Sincerely,


Bernadette N. Green MPA
Purchasing Agent I

From:  **Bernadette N. Green** 
Subject: Re(2): Bid 15-104b
To:  **Melissa Rizo** <mrojas@dadepaper.com>
Cc:

Melissa Rizo <mrojas@dadepaper.com> on Friday, April 10, 2015 at 11:55 AM -0400 wrote:
Bernadette,

Unfortunately we cannot sell this item at half price because it would be way below our cost. I suggest we take off the bid and re send as a regular quote.

Will you be sending out an actual bid again just for this item or directly to us to quote direct for the term?

Regards,
Melissa Rizo
Assistant Bid Coordinator
9601 NW 112th Ave
Miami, FL 33178
Office: 305.805.2672
mrizo@dadepaper.com

From: Bernadette N. Green [mailto:bernadette.green@browardschools.com]
Sent: Friday, April 10, 2015 9:24 AM
To: Melissa Rizo
Cc: ann.simpson@browardschools.com; charles.high@browardschools.com
Subject: Re: Bid 15-104b

Good Morning Melissa,

Based on your Bid Summary Sheet (which I've attached to this email), your bid was \$22.38 per package and each package contained two refills. We cannot accept a change to \$44.76 per package (or \$23.38 for each refill).

As stated in the previous email, because the Bid has been awarded, bidders cannot change the price that they quoted. Also, according the Special Condition 4: 15 - Price Adjustments, "Price offered shall remain firm through contract expiration date."

Melissa Rizo <mrojas@dadepaper.com> on Thursday, April 09, 2015 at 8:23 PM -0400 wrote:

Hi Bernadette,
Thank you for your response . Are you saying we can't change from \$22.38 to \$23.38 per each ? If we leave at \$22.38 case price would be \$44.76 since we quoted per each refill as we have done in previous bid for this item . Please confirm so I may take it up to management for a decision . Please and thank you ! Have a great evening

Sent from my iPhone

> On Apr 9, 2015, at 4:59 PM, Bernadette N. Green <bernadette.green@browardschools.com> wrote:

>
> Good Afternoon Melissa,
>
> Unfortunately, the Bid has already been awarded at the current price and price changes are not allowed. In the bid packet (attached), please see Section 3, General Conditions, 2: Prices Quoted and 2: Price Quoted-b. Mistakes. Please also see Section 4, Special Conditions, 15. Price Adjustments.
>
> Florida State Statutes also states that a bidder is not allowed to change the prices once the bid has been opened.
>
> If you are not able to provide the commodity at the current price, we will have to cancel the item (Item 1A) and re-bid as a Quote.
>
> Please let me know if you have any questions or concerns.
>
> Bernadette N. Green, MPA
> Purchasing Agent I
> School Board of Broward County
> Procurement & Warehousing Services
> Phone: 754-321-0524, Direct ext 3128
> Fax: 754-321-0534
>
> Under Florida law, e-mail addresses, and all communications, including e-mail communications, made or received in connection with the transaction of School Board business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.
>
> The School Board of Broward County, Florida expressly prohibits bullying, including cyberbullying, by or towards any student or employee. See Policy 5.9: Anti-Bullying for additional Information.
>
> Melissa Rizo <mrojas@dadepaper.com<mailto:mrojas@dadepaper.com>> on Thursday, April 09, 2015 at 12:01 PM -0400 wrote:

> Hi Bernadette,
>
> A pricing issue has come to my attention with the Purell Hand
Sanitizer on this bid. Please note that I made a small error on the
price per each. I submitted \$22.38 each when the correct price is
\$23.38 each (Case pack is \$46.75) . Ann submitted an order at \$22.38
for the whole case and is unable to send a revised PO for the \$46.75
as you are the one who authorizes the change.
>
> We have bidded ,pricing it out by the refill in the past including
last year's term and have always been awarded by the case price (
each price X's 2).
>
> Can you please make the change of your each price to \$23.38 and
assure PO's are coming over at \$46.75 per case?
>
> Please advise as there is an order pending . I apologize for my
mistake in each price
>
>
>
> Regards,
> Melissa Rizo
> Assistant Bid Coordinator
> 9601 NW 112th Ave
> Miami, Fl 33178
> Office: 305.805.2672
> mrizo@dadepaper.com<blocked:: <mailto:mrizo@dadepaper.com>>
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> <15-104B Hand Sanitizer Foam with Dispenser and Stand.pdf>

Bernadette N. Green, MPA
Purchasing Agent I
School Board of Broward County
Procurement & Warehousing Services
Phone: 754-321-0524, Direct ext 3128
Fax: 754-321-0534

Under Florida law, e-mail addresses, and all communications, including e-mail communications, made or received in connection with the transaction of School Board business are public records, which must be retained as required by law and must be disclosed upon receipt of a public records request, except as may be excluded by federal or state laws. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

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Bernadette N. Green, MPA
Purchasing Agent I

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FINANCIAL ANALYSIS WORKSHEET

Buyer/PA:	Bernadette Green	Preparation Date: June 9, 2015
Bid Number:	15-104B	
Bid Title:	Hand Sanitizer Foam with Dispenser and Stand	
	Award Amount: \$50,000	
CURRENT BID #:	29-115B	
BID TITLE:	Hand Sanitizer Foam with Dispenser and Stand	
AWARD PERIOD:	3/17/2009 – 2/28/2015 (5 Years, 11 Months)	
ORIGINAL AWARD AMOUNT:	\$ 450,000	
SAP REPORT:		
Report Date:	6/9/2015	
Amount of Purchase Orders:	\$ 113,377	
Amount of P-Card Purchases:	\$ 84,943	
Invoiced-to-Date Amount:	\$ 113,254	
Average Monthly Expenditure:	\$ 2,793	
AWARDED VENDORS		AMOUNT SPENT
Dade Paper and Bag Co.		\$113,377
Total		\$113,377