

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 16-106B – Sanitary Washroom Supplies

This request is to approve the recommendation to award Bid 16-106B - Sanitary Washroom Supplies for a three (3) year contract from June 22, 2016, through June 21, 2019. Sanitary Washroom Supplies are utilized by our District to purchase items needed for the safety, health, and hygiene of students and staff. Items included in this bid are: paper towels, bathroom tissue, feminine hygiene products, and its corresponding dispensers. These items are ordered by our Central Warehouse, where they are stocked and later delivered to schools and departments. Funding for this Bid will come from the Central Warehouse's operating supplies budget.

The amount requested was determined based on the Central Warehouse's material requirements to satisfy the needs of the District, and a comparison of prices from the previous bid and the new one. Since current spending is based on older pricing, it was necessary to take into consideration up-to-date prices to ensure adequate funding. The result of this analysis revealed that prices for the bid items increased from a total of \$3,384,342 to \$3,708,968 which translates to approximately 10%.

The current Bid 12-011B – Sanitary Washroom Supplies, is a four (4) year, ten (10) month contract that expired on April 30, 2016. During this lapse, materials have been provided to the schools from existing warehouse inventories and, if additional purchases are necessary, these may be done in accordance with Purchasing Policy 3320. Bid 12-011B was originally awarded a Spending Authority of \$5,000,000, and on October 20, 2015, the Board approved an increase of \$670,000 of which approximately \$377,000 have been used to purchase toilet tissue, hand towels, and their corresponding dispensers.

The solicitation for the new bid ran from February 26, 2016, through March 22, 2016. Vendors offering product brands different from the bid specifications were requested to furnish samples that staff tested and evaluated according to the product specifications delineated in the bid. This process extended the time required to complete the award.

The bid was awarded by item and group of items to a primary and an alternate vendor who met all specifications, terms, and conditions of the bid. Including an alternate awardee allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases. Among the awarded vendors, two (2) companies are Minority/Women Business Enterprise vendors, certified with Broward County Public Schools, as indicated in the Recommendation Tabulation.

Feedback responses were compiled with information provided by staff from the Central Warehouse, main point of contact with vendors. Towards the end of the term of this bid, and just before the release of the new solicitation, the warehouse encountered issues with product deliveries and availability, one of the vendors had financial difficulties and another had the hand soap product discontinued by the manufacturer. To address those issues and prevent a recurrence, Procurement & Warehousing Services took measures that included designing the new bid for a three (3) year term, using alternate vendors and also removing the soap product from the bid and procuring it via a separate, three (3) year bid to allow close monitoring. This soap product bid was post-approved by the School Board on May 17, 2016, and it is in its implementation phase. In addition to the survey conducted at the Central Warehouse, Procurement & Warehousing Services also requested feedback from custodial staff located at schools and departments regarding the products included in this Bid, the delivery services and ordering method of this bid. A total of 44 responses were received with 40 of the responses (or 91 percent) rating warehouse delivery services as Excellent, Very Good or Good.