

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater 16-123B – Plasticware and Flatware Cutlery for Cafeterias

This request is to approve the recommendation to award Bid 16-123B - Plasticware and Flatware Cutlery for Cafeterias for a two (2) year contract from July 1, 2016, through June 30, 2018. This Bid will be used to purchase both bulk and individually packaged cutlery including napkins and straws with forks, sporks, or fork and spoon that are used by students and staff in the dining areas. These essential items are ordered in truckload quantities and delivered to the District's Central Warehouse. Food and Nutrition Services managers place orders on an as needed basis for bi-monthly deliveries per agreed upon schedule. Funding for this Bid will come from Food and Nutrition Services operating budget.

The amount requested was determined based on the amounts purchased over the current contract's five (5) year term and the new prices offered by the lowest Bidder as shown in the table below.

Item	Name and Material No.	5 yrs. Previous Bid PO Total for Item (A)	Previous Bid Price (B)	Total Cases Ordered in 5 Yrs. (C)= (A) / (B)	Avg. Cases Ordered Per Yr. (D)= (C) / 5	New Bid Price (E)	Estimated Yearly Spend for Items Under New Bid Price (F)= (D) X (E)	Yearly Spend Under Previous Bid Prices (D) X (B)
1A	Fork Packs (1000363)	\$619,499.65	\$13.97	44,345	8,869	\$ 9.39	\$83,279.91	\$123,899.93
1B	Forks (1000374)	\$19,482.40	\$5.68	3,430	686	\$ 4.38	\$3,004.68	\$3,896.48
1C	Teaspoons (1000375)	\$22,526.88	\$5.68	3,966	793	\$ 4.38	\$3,474.22	\$4,505.38
1D	Knives (1000379)	\$11,132.00	\$11.77	946	189	\$ 4.38	\$828.52	\$2,226.40
1E	Sporks (1000385)	\$2,476.48	\$5.68	436	87	\$ 4.38	\$381.94	\$495.30
1F	Spork Packs (1000387)	\$1,763,754.41	\$13.97	126,253	25,251	\$ 9.39	\$237,103.13	\$352,750.88
				<b>Grand Total for items on BOTH bids</b>			\$328,072.39	\$487,774.36
1G	Fork/Spoon Kit (NEW ITEM ON BID)	N/A	N/A	N/A	30,000	\$ 7.52	\$225,600.00	
				<b>Grand Total for NEW Bid INCLUDING NEW ITEM (1 YR)</b>			\$553,672.39	
				<b>Grand Total for NEW Bid INCLUDING NEW ITEM (2 YRS)</b>			\$1,107,344.78	

As documented, the new bid offers the District prices that are approximately 33 percent lower than the prices in the current bid for the items that are common to both bids.

Bid 16-123B was issued to replace the previous Bid 11-054B for Plasticware and Flatware Cutlery which expires on June 30, 2016. The solicitation for the new bid was advertised from April 11, 2016, through May 4, 2016. The bid was awarded to a primary vendor, Daxwell, and an alternate vendor, All Florida Paper, LLC, 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.

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Procurement & Warehousing Services received eight (8) bids from seven (7) respondents (one bidder submitted one alternate bid) and three (3) of the bidders were Minority/Women Business Enterprise.

Feedback surveys were compiled with responses provided by staff from the Central Warehouse and Food and Nutrition Services, all of whom deal directly with the current awarded vendor, All Florida Paper LLC. Additionally, Food and Nutrition Services conducted a survey among Food and Nutrition Services managers to provide feedback analyzing the products included in this Bid. A total of one hundred and sixty (160) responses were received with one hundred forty four (144) (or 90 percent) rating the product quality as excellent, very good or good.