

EXECUTIVE SUMMARY

Bid Renewal 14-068T - Sale of Unserviceable, Obsolete, Used Books

This Invitation to Bid (ITB) is utilized by the Procurement & Warehousing Services (PWS) department to dispose of books that no longer have instructional value to the District, such as for the reasons stated below:

1. They come off the Florida Instructional Material Adoption List and can no longer be used.
2. They are worn, torn, stained, or otherwise unusable for students.

This request is to approve the recommendation to renew ITB 14-068T - Sale of Unserviceable, Obsolete, Used Books, for an additional one (1) year period from October 1, 2016, through September 30, 2017. The current awarded vendor, Textbook Warehouse, provides exceptional service to the District; therefore, staff of PWS is recommending an additional one-year renewal of this ITB. Textbook Warehouse provides, free of charge, gaylord boxes used to collect books from schools and a stretch wrap machine, which is used to shrink wrap the boxes. To add, the vendor is always punctual for pick-ups at the Central Warehouse.

ITB 14-068T is a two (2) year bid that is due to expire on September 30, 2016, and was originally approved by the School Board on May 20, 2014. Per Section 4, Special Condition 5, Contract Renewal, "The term of this bid shall be for approximately two (2) years, and may, by mutual agreement between SBBC and the awardee, be renewed for two (2) additional one-year periods and, if needed, 90 days beyond the expiration of the final renewal period."

There are four (4) processes used by the District in accordance with Florida Statute 1006.41, which outlines the appropriate disposal of unserviceable, obsolete, used books. The sale of the aforementioned types of books are one of the options utilized by the District through this ITB.

Approximately 1,000 pallets are processed annually, which is approximate to 850,000 books. Each pallet weighs approximately 1,000 pounds, but may vary significantly. The District currently receives \$0.03 per pound, up from \$0.02 per pound from the previous vendor. The proceeds received from the sale of unserviceable, obsolete, and used books through this ITB are deposited into the District's Instructional Materials account. Provided in the table below is a breakdown of income the District has received, year-to-date, during the term of the ITB:

Fiscal Year-to-Date	Amount of Income
2014/2015	\$ 20,796
2015/2016	\$ 2,249
2016/2017	\$ 142
Total:	\$ 23,187

Supplier Evaluations were completed by two (2) staff members of PWS who work directly with the current vendor and are included in the agenda package.