

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater 17-043B – Paper and Plastic Items for Cafeterias

This request is to approve the recommendation to award Invitation to Bid (ITB) 17-043B – Paper and Plastic Items for Cafeterias for an eighteen (18) month contract from October 1, 2016, through March 31, 2018. This Bid will be used by the Food and Nutrition Services department to purchase paper and plastic items that are used by students and staff in our cafeterias to prepare and serve food. These essential items are 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 the Food and Nutrition Services operating budget.

The amount requested was determined based on the material requirements to satisfy the needs of the District, utilizing historical and forecasted expenditures reflected in the Financial Analysis Worksheet. A price analysis has been conducted for the items ordered the most (400 cases/boxes/rolls or more). This analysis revealed that the new prices for these items are, in average, 5.26 percent lower than current prices as seen below.

Bid Item Number		Short Text	Material Number	Quantity Ordered	Current Price	Per	Awarded Price	Percent Change
1	C	Foil, Aluminum	1000336	700	\$20.62	Roll	\$17.80	-13.68%
5		Bag, Plastic Food - Gusseted	1000341	1,100	\$10.68	Box	\$8.60	-19.48%
7		Cover, Bun Rack	1000343	750	\$8.84	Box	\$8.62	-2.49%
9	A	Cup, Styrofoam Twelve-Ounce Size	1000361	700	\$22.99	Case	\$24.87	8.18%
9	B	Bowl, Soup - Styrofoam	1000386	600	\$30.37	Case	\$32.86	8.20%
12		Plate, Paper - 8-1/2" To 9"	1000373	400	\$49.32	Case	\$33.04	-33.01%
13	A	Cup, Two-Ounce Size Translucent	1000348	925	\$21.93	Case	\$19.95	-9.03%
13	B	Lid, Two-Ounce Size - Clear	1000351	700	\$18.73	Case	\$17.45	-6.83%
14	A	Liner, Pan	1000368	3,200	\$26.14	Case	\$26.14	0.00%
14	B	Paper, Deli	1000371	450	\$29.28	Box	\$28.56	-2.46%
15		Napkin, Paper (Cafeteria)	1000365	1,076	\$32.21	Case	\$31.86	-1.09%
21	A	Tray, Half Pound	1004131	3,250	\$11.73	Case	\$12.31	4.94%
21	B	Tray, One Pound	1000392	450	\$14.11	Case	\$14.80	4.89%
21	C	Tray, Two-Pound	1000393	521	\$16.28	Case	\$17.08	4.91%
21	D	Tray, Three-Pound	1000394	1,000	\$12.28	Case	\$12.28	0.00%
25	A	Glove, Vinyl Medium Disposable	1003978	850	\$16.68	Case	\$13.77	-17.45%
25	B	Glove, Vinyl Large Disposable	1003979	3,600	\$16.68	Case	\$13.77	-17.45%
26	A	Plate, Dinner Foam 9" Round	1004060	650	\$16.95	Case	\$16.81	-0.83%
26	B	Container, Hinged-Lid, 3 Compartment Foam	1004061	2,000	\$10.11	Case	\$9.78	-3.26%
27		Container, Plastic, Med.	1003980	2,800	\$26.15	Case	\$26.55	1.53%
28		Container, Plastic, Oblong	1003981	3,072	\$56.14	Case	\$54.27	-3.33%
31		Circle, Pizza 16" Corrugated	1004400	600	\$26.39	Case	\$21.61	-18.11%
					<b>Average Percent Change</b>			<b>-5.26%</b>

**Recommendation of \$500,000 or Greater**  
**17-043B – Paper and Plastic Items for Cafeterias**  
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Bid 17-043B was issued to replace the previous Bid 16-013B - Paper and Plastic Items for Cafeterias which was approved on July 1, 2015, and which expires on September 30, 2016 (fifteen (15) months). Extending the term of the new bid to eighteen (18) months will allow the District to lock in prices for a longer term while still monitoring products in this commodity's volatile market. The solicitation for the new Bid was advertised from June 13, 2016, through June 28, 2016. Procurement & Warehousing Services received fourteen (14) bids from thirteen (13) respondents (one (1) bidder submitted one (1) alternate bid). The bidders recommended for award are:

- Calico Industries of Florida, LLC
- Dade Paper & Bag Co.
- Daxwell LLC
- Edward Don & Company
- H.M.A. of Miami, Inc.
- Interboro Packaging Corporation
- Olive Branch Products and Packaging, Inc.
- Serv-Pak Products, Inc.
- Southeastern Paper Group of Florida, Inc.

Of these bidders recommended for award, two (2) are Minority/Women Business Enterprise vendors: Interboro Packaging Corporation and Olive Branch Products and Packaging, Inc.

Bidders offering product brands different from brands specified in more than twenty-five (25) bid items were requested to furnish samples that staff tested and evaluated according to the product specifications delineated in the Bid. The Bid was awarded by item and group of items to the primary and alternate vendors 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.

Feedback surveys were compiled with responses provided by Food and Nutrition Services managers who provided feedback on the products included in this Bid. A total of 151 responses were received with 141 or 93 percent rating the quality of the bid products as excellent, very good, or good.