

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 18-020B – Custodial Chemicals

This request is to approve the recommendation to award Invitation to Bid 18-020B – Custodial Chemicals for an eighteen (18) month period from November 1, 2017 through April 30, 2019. This Bid will be used to purchase all cleaning chemicals used in the District to maintain clean and sanitary conditions. These essential items are ordered in truckload quantities and delivered to the District's Central Warehouse. The products included in this Bid have been approved by the District's Risk Management Department and are applied by trained custodial staff.

Bid 18-020B was issued to replace the previous Bid 12-047B – Custodial Chemicals. The solicitation for the new bid was advertised from June 5, 2017 through July 11, 2017. The bid was awarded by item 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 if the primary vendor cannot comply with the delivery requirement, specifications, or in emergency cases. Among the nine (9) vendors recommended for award, four (4) are Small/Minority/Women Business Enterprise vendors, certified with Broward County Public Schools, as indicated in the Recommendation Tabulation.

The amount requested is \$633,000 and was determined based on the Central Warehouse's material requirements to satisfy the needs of the District, utilizing historical and forecasted expenditures reflected in the Financial Analysis Worksheet and as seen below:

\$573,899	(Forecasted spending for the new contract term-Financial Analysis)
<u>+ 57,390</u>	(Provision of additional ten (10) percent for unanticipated needs)
\$632,289	(Award recommendation-to be rounded to \$633,000)

Feedback surveys were compiled with responses provided by the central warehouse and custodial services staff and are included for perusal. Overall, respondents indicated satisfaction with the current products on the bid. Respondents also provided feedback on what new products they would like Custodial/Grounds Department to research for a future bid. Procurement & Warehousing Services, in collaboration with the Custodial/Grounds department, is evaluating an up-to-date list of products for testing and inclusion in a future bid.