

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 18-092B – Medical and Dental Supplies and Equipment (Catalog)

This Invitation to Bid (ITB) will facilitate the purchase of medical supplies and dental supplies throughout the District in various capacities. These items include but are not limited to first aid kits, toothpaste, toothbrush, adhesive bandages, etc. The budget will come from various school and department operating budgets throughout the District. After reviewing this Bid, it was determined that the specifications overlap with the specifications of another bid, see details below:

- ITB 13-023B Medical and Clinical Supplies and Equipment (Catalog) – July 24, 2012 through August 31, 2017
- ITB 15-052B Medical and Dental Supplies and Equipment (Catalog) – November 13, 2014 through September 30, 2017

Due to the difference in expiry dates, Procurement & Warehousing Services (PWS) was unable to combine them; however, the expiry dates for the new ITBs were synchronized on September 30, 2017, to allow the combination at that time.

This request is to approve the recommendation to award ITB 18-092B, for three (3) years, starting October 1, 2017 through September 30, 2020, with a renewal option for two (2) additional one (1) year periods. The total spending authority being requested is \$120,000 as explained further in the document.

The solicitation for this ITB ran from July 11, 2017 through August 3, 2017. There were 308 vendors notified, twenty-five (25) vendors downloaded the ITB, and four (4) proposals were received before bid opening. PWS is recommending the award of four (4) vendors, two (2) of which are Small/Minority/Women Business Enterprise (S/M/WBE) certified. All vendors being recommended were responsive and responsible and met all the specifications, terms, and conditions of the ITB.

Awardees include:

- Dan Enterprises Team LLC **
- NM Enterprises of Plantation, Inc. d/b/a Medix USA**
- School Health Corporation
- School Nurse Supply, Inc.

** Indicates S/M/WBE certified vendor.

The previous solicitation 15-052B was awarded starting November 13, 2014 through September 30, 2017, with a spending authority of \$400,000. Three (3) vendors were awarded on Bid 15-052B, of which two (2) are being recommended for an award today. See the comparison of prices offered by these vendors on both bids:

Vendor	Savings Percent	New Bid Percent/Price	Old Bid Percent/Price
Item 1 Discount off Catalog			
NM Enterprises of Plantation, Inc., d/b/a Medix USA	4	5	1
School Health Corporation	0	11	11
Item 2 Unit Price for First Aid Kits			
	37	\$14.88	\$23.71

Executive Summary
18-092B Medical and Dental Supplies and Equipment (Catalog)
September 6, 2017 Board Agenda
Page 2

Financial Impact

Average monthly expenditure (A)	\$ 3,000	
Contract tenure in months (B)	35	
Estimated Spend (A * B)	\$105,000	
Additional Buffer of ten (10) percent	<u>\$ 10,500</u>	
Total	<u>\$115,500</u>	(Rounded to \$120,000)

Although the requested spending authority is significantly less than the previous bid of \$400,000, it is similar to the expenditure made for these items totaling \$104,000, for Bid 51-050B during 2010 to 2014. Based on this, PWS expects the requested amount should cover expenses through expiration of the bid.