

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 18-047B – Disposable Industrial Wipes

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-047B – Disposable Industrial Wipes for a three (3) year period from January 1, 2018 through December 31, 2020. This ITB is utilized by the Central Warehouse, to procure high performing and durable disposable industrial wipes that custodial staff uses to maintain clean environments throughout the District. These materials are purchased on an as-needed basis in truck loaded quantities that will be delivered to the Central Warehouse.

ITB 18-047B was issued to replace the previous Bid 15-078B – Disposable Industrial Wipes. The solicitation for the new bid was advertised from July 20, 2017 through August 30, 2017.

Procurement & Warehousing Services received thirteen (13) bid responses for this ITB on August 30, 2017, which is recommended for award to a primary and an alternate vendor who met all specifications, terms, and conditions of the bid. The bidder recommended to be the Primary Awardee in the current contract is All Florida Paper, LLC. The bidder recommended to be the Alternate Awardee is The Office Cart, LLC, a Small/Minority/Women Business Enterprise vendor certified with the District. Including an alternate awardee allows for continuity of services if the primary vendor cannot comply with the delivery requirements, specifications, or in emergency cases.

The amount requested is \$706,000 and was determined as shown below, based on historical and forecasted expenditures:

\$ 17,812.25	(average monthly expenditure)
x 36	(number of months in new bid)
\$641,241.00	(forecasted spending for new bid)
+ 64,124.00	(additional ten (10) percent provision for unexpected needs)
\$705,365.00	(recommended spend authority (to be rounded to \$706,000))

Feedback surveys were compiled with responses provided by custodial staff and are included for perusal. The intention of the survey is to gauge levels of satisfaction with the wipes and with the Central Warehouse delivery service. Overall, respondents indicated satisfaction with the current product on bid and with the delivery service received from the Central Warehouse.