

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 18-046B – Can Liners and Compactor Bags

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-046B – Can Liners and Compactor Bags for a three (3) year contract from January 1, 2018 through December 31, 2020. This Bid will be used by the Central Warehouse to procure can liners and compactor bags that are essential to maintaining healthy and safe environments in the District. It is imperative that garbage and debris are removed daily from the premises to eliminate possible hazardous conditions and safety concerns. These materials are purchased on an as-needed basis in truckload quantities that will be delivered to the Central Warehouse.

ITB 18-046B was issued to replace the previous ITB 15-077B - Can Liners and Compactor Bags. Procurement & Warehousing Services received thirteen (13) responses for this Bid, which was awarded by item to a primary and 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. Five (5) bidders are being recommended for the award and, among those bidders, two (2) are Small/Minority/Women Business Enterprise vendors, certified with the District, as indicated in the Recommendation Tabulation.

The amount requested is \$2,000,000 and was determined, as shown below, based on historical and forecasted expenditures:

$$\begin{array}{r} \$ 53,275 \text{ (average monthly expenditure)} \\ \times 36 \text{ (number of months in new bid)} \\ \hline \$1,917,902 \text{ (forecasted spending for new bid-to be rounded to } \$2,000,000) \end{array}$$

New bid prices were compared with prices from the previous bid. Prices on the new bid are lower, as seen below:

	Previous Bid Prices (per case)	New Bid Prices (per case)
10-Gallon Can Liners	\$14.47	\$12.98
33-Gallon Can Liners	\$37.09	\$28.13
44 x 54 Compactor Bags	\$19.87	\$15.00

Based on the new, lower prices, there is no need to include an additional provision for unanticipated purchasing needs.

Feedback surveys were compiled with responses provided by the custodial services staff and are included for perusal. Overall, respondents indicated satisfaction with the current products on the bid. Respondents also rated delivery services from the Central Warehouse the average rating result was 4.22 out of five (5).