

EXECUTIVE SUMMARY

Termination of Bid 18-047B – Disposable Industrial Wipes

Invitation to Bid (ITB) 18-047B – Disposable Industrial Wipes was advertised on July 20, 2017, and opened on August 30, 2017. The ITB was awarded at the November 7, 2017 School Board Operational Meeting to a Primary Vendor (All Florida Paper, LLC) and an Alternate Vendor (The Office Cart, LLC) in accordance to the Bid's Special Condition 3 – Award, which states:

“In order to meet the needs of SBBC, the bid shall be awarded in its **ENTIRETY** up to one primary and one alternate responsive and responsible Bidder meeting specifications, terms and conditions. The lowest Awardee for an item or group shall be considered the primary vendor and should receive the largest volume of work. SBBC reserves the right to procure goods from the alternate Awardee if: a) the primary Awardee cannot comply with delivery requirements or specifications; b) the primary Awardee is not in compliance with delivery requirements or specifications on current or previous orders; c) in cases of emergency; or d) if it is in the best interest of SBBC. When a bid has both a primary and alternate Awardee and the primary Awardee is unable to perform during the term of the contract, Procurement & Warehousing Services shall negotiate with the alternate Awardee for the same or lower unit prices as those submitted by the primary Awardee.”

After the award was approved by the School Board, All Florida Paper, LLC, notified Procurement & Warehousing Services (PWS) that they had made an error in pricing. All Florida Paper, LLC's mathematical error created a situation where it was not commercially feasible for them to maintain the award. Subsequently, PWS contacted the Alternate Awardee. The Alternate Awardee discovered that the brand and model they offered was not valid and they failed to communicate that fact to PWS.

Pursuant to Section 3, General Condition 60 of the ITB 18-047B – Disposable Industrial Wipes, “This contract award may be terminated with or without cause by SBBC during the term hereof thirty (30) days after the Superintendent gives written notice to the other parties that a recommendation shall be made to SBBC for the contract award's termination.”

This recommendation is for the termination without cause of ITB 18-047B – Disposable Industrial Wipes by the District.

A new ITB for the procurement of disposable industrial wipes will be released upon School Board approval of this termination. While a new solicitation is released and evaluated, materials will be provided to the schools from existing warehouse inventories and, if additional purchases are necessary, these may be done in accordance with Purchasing Policy 3320.