

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 18-159B – Disposable Industrial Wipes

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-159B – Disposable Industrial Wipes for a two (2) year period from February 22, 2018 through February 28, 2020. This ITB is utilized throughout the District to procure high performing and durable disposable industrial wipes that custodial staff uses to maintain clean environments. These materials are purchased on an as-needed basis in truck loaded quantities for delivery into the Central Warehouse.

ITB 18-159B was issued to replace the previous Bid 18-047B – Disposable Industrial Wipes which was terminated at the Regular School Board Meeting held on December 19, 2017. The solicitation for the new bid was advertised from December 22, 2017 until January 11, 2018.

Procurement & Warehousing Services received ten (10) bid responses for this ITB on January 11, 2018, which is recommended for award to a primary and two (2) alternate vendors who met all specifications, terms, and conditions of the bid. The bidder recommended to be the Primary Awardee is Dade Paper & Bag, LLC d/b/a Imperial Dade. The bidders recommended to be the First and Second Alternate Awardees are, respectively, All Florida Paper, LLC and Clearwater Distribution Inc. d/b/a Gulfstar Supply. Including alternate awardees allows for continuity of services if the primary vendor cannot comply with the delivery requirements, specifications, or in emergency cases.

Financial Impact

The amount requested is \$490,000 and was determined as shown below, based on historical and forecasted expenditures of bid 15-078B, the predecessor of ITB 18-047B (18-047B did not have spending data):

\$ 17,812.25	(average monthly expenditure)
<u> x 25</u>	(number of months in new bid)
\$445,306.25	(forecasted spending for new bid)
<u>+ 44,530.63</u>	(additional ten (10) percent provision for unexpected needs)
<u>\$489,836.88</u>	(recommended spend authority (to be rounded to \$490,000))