

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 18-139B – Paper and Plastic Items for Cafeterias

This request is to approve the recommendation to award Invitation to Bid (ITB) 18-139B – Paper and Plastic Items for Cafeterias for an eighteen (18) month contract from April 1, 2018 through September 30, 2019. This ITB will be used by the Food & Nutrition Services department to purchase paper and plastic items that are used by students and staff in the District cafeterias to prepare and serve food. These essential items are delivered to the District's Central Warehouse. Food & Nutrition Services managers place orders on an as-needed basis for bi-monthly deliveries per agreed upon schedule.

ITB 18-139B was issued to consolidate and replace two ITB's: ITB 17-043B for Paper and Plastic Items for Cafeterias and ITB 17-105B for Cups and Lids for Cafeterias. ITB 17-043B was awarded on September 20, 2015, and ITB 17-105B was issued and awarded via post board approval memo on November 1, 2016, to procure items that could not be awarded on ITB 17-043B. The solicitation for the new bid was advertised from October 17, 2017 through November 28, 2017.

Procurement & Warehousing Services received nine (9) bid responses for this ITB on November 28, 2017, which is recommended for award to primary and alternate vendors who met all specifications, terms, and conditions of the bid. The bidders recommended for the award are:

- American Pride Paper & Plastic LLC
- Dade Paper & Bag, LLC d/b/a Imperial Dade
- Edward Don & Company, LLC
- Glocecol LLC (Hispanic-American S/M/WBE)
- Interboro Packaging Corporation
- Serv-Pak Products, Inc.
- Southeastern Paper Group of Florida, Inc.

Financial Impact

Funding for this Bid will come from the Food & Nutrition Services operating budget.

The amount requested is \$2,105,000 and was determined based on the material requirements to satisfy the needs of the District, utilizing historical and forecasted expenditures reflected in the Financial Analysis Worksheets from both ITB's.

\$106,146	(combined monthly expenditures-ITB's 17-043B and 17-105B)
<u> x 18</u>	(number of months in new bid)
\$1,910,628	(forecasted spending for new bid)
<u>+ 191,063</u>	(additional ten (10) percent provision for unexpected needs)
<u>\$2,101,691</u>	(recommended spend authority (to be rounded to \$2,105,000))

Feedback surveys were compiled with responses provided by Food & Nutrition Services managers who provided feedback on the products included in this Bid before the new bid was released. Survey responses were used to improve the specifications and address the concerns indicated. However, more than seventy (70) percent of the participants rate the quality of the current paper and plastics products as excellent, very good, or good.