

EXECUTIVE SUMMARY

Recommendation for Renewal 16-026B – Hand Sanitizer Foam with Dispenser and Stand

Invitation to Bid (ITB) 16-026B – Hand Sanitizer Foam with Dispenser, and Stand was approved via post-approval memo on July 20, 2015, with a spending authority of \$110,500 for a three (3) year term from August 29, 2015 through June 30, 2018. This contract is in its thirty-second (32) month and is utilized by the Central Warehouse to procure hand sanitizing foam and the associated dispensers and stands. Hand sanitizing foam has become an essential component to promote the hygiene of District students, staff and visitors. The material on this ITB is ordered for delivery to the District's Central Warehouse on as needed basis.

This is a request to approve exercising the ITB's first contract renewal for an additional one (1) year period from July 1, 2018 through June 30, 2019. This ITB includes an option to renew the contract term per Section 4, Special Condition 5, Contract Renewal: "The term of the bid shall be for approximately three (3) year(s), and may, by mutual agreement between SBBC and the Awardee, be renewed for two additional one-year periods and, if needed, 90 days beyond the expiration date of the final renewal period. Procurement & Warehousing Services Department, will, if considering renewing, request a letter of intent to renew from each Awardee, prior to the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon by the School Board." The ITB's awarded vendor, All Florida Paper, LLC has accepted the request to renew the contract.

Based on usage analyses, the current unused authorized spending authority of \$68,568 is adequate to cover for the period remaining on the bid and for the additional twelve (12) month period. As a result, it will not be necessary to request an additional spending allocation.

This recommendation for renewal is in the best interests of the District to benefit from fixed prices and continuity of services. The vendor is providing the dispensers at no cost to the District, which allows for replacements in cases of breakage or damage. Staff has indicated that vendor performance is satisfactory and recommend the extension and continuation of services with the awarded vendor.

Prices were benchmarked against Miami Dade, and Orange counties and prices offered to The School Board of Broward County, Florida (SBBC), are lower. Prices for Miami Dade and Orange are \$50.70 and \$46.88, respectively, while SBBC pays \$44.60 per refill pack.