

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 19-030B – Floor Machines and Supplies (Catalog)

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-030B, for a two (2) year contract from September 1, 2018 through August 31, 2020. This ITB replaces the existing ITB 16-011B – Floor Machines and Supplies (Catalog) and will be used by the Physical Plant Operations' Custodial/Grounds Department and individual school locations. This ITB contract allows schools and departments to purchase floor cleaning machines and associated supplies at single fixed-percentage discounts from various catalogs.

The solicitation was advertised from April 12, 2018 through May 9, 2018. Seventy-seven (77) vendors were notified, nineteen (19) vendors downloaded the ITB, and three (3) bids were received before bid opening. This ITB is recommended for award to all vendors offering single, non-zero, fixed percentage discounts and meeting all specifications, terms, and conditions of the bid. Awardees recommended for award will then be in a favorable position to compete for business based on their percentage discounts and catalog prices offered.

Two (2) of the vendors recommended for award (Interline Brands, Inc. d/b/a Supplyworks and South Florida Janitorial & Pool Supply) are current awardees in the existing contract. The third company (Cypress Supply, Inc.) is a new vendor in the bid.

Compared to the ITB in place, the new ITB provides higher percentage discounts on equipment from a variety of manufacturers. This is expected to translate into increased savings in the purchase of items from these manufacturers.

Item Awarded	% Discount on New ITB 19-030B	% Discount on Existing ITB 16-011B
#5 – Clarke/Nilfisk Advance	36%	28%
#7 – Fas-Track	20%	18%
#10 – Host	2%	0%
#12 - Karcher	28 % and 29%	28%
#32 - Tomcat	20%	2%

Financial Impact

Funding for this Bid will come from individual School and Department Budgets. The amount requested is \$590,000 and was determined based on historical and forecasted expenditures reflected in the Financial Analysis Worksheet.

\$ 24,461	(average monthly expenditure ITB 16-011B)
<u> x 24</u>	(number of months in new bid)
<u>\$587,064</u>	(forecasted spending for new bid-to be rounded to \$590,000)