

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 19-048B – Custodial Maintenance and Basic Cleaning Supplies

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-048B – Custodial Maintenance and Basic Cleaning Supplies for a twenty-four (24) month contract from November 1, 2018 through October 31, 2020. Physical Plant Operations (PPO), schools, centers and departments use this contract to procure tools and materials that are used throughout the District to maintain clean and safe environments. Materials on this bid include items such as brooms and mops of different sizes and for different applications, trash receptacles, buckets, dusters, and scrubbers, among others. All items are delivered to the Central Warehouse, and District locations place orders on an as-needed basis. Funding for this Bid comes from existing approved schools', departments and centers' custodial budgets.

This ITB was advertised to replace ITB 17-149B - Custodial Maintenance, Basic Cleaning Supplies, and ITB 18-110B – Mops and Accessories. Both ITB's will expire on October 31, 2018, and carry similar items that were combined into a single solicitation. The solicitation for the new bid ran from May 24, 2018 through June 13, 2018.

Twelve (12) bidders responded to ITB 19-048B. The Supplier Diversity and Outreach Program department was notified of this ITB's release in order to solicit minority vendors, and two (2) Small Minority/Women Business Enterprise vendors responded to this ITB.

The bid was awarded by item and group of items to a primary and an alternate vendor who met all specifications, terms, and conditions of the bid. Including an alternate awardee allows for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases.

Financial Impact

The amount requested is \$423,000 and was determined as shown below, based on historical and forecasted expenditures of ITB's 17-149B and 18-110B. Price analyses reveal that prices on the new bid increased an average of two (2) percent.

<u>ITB 17-149B – Total Expenditures</u>	<u>\$ 141,765</u>
<u>ITB 18-110B – Total Expenditures</u>	<u>+ 34,359</u>
	<u>\$ 176,124</u>
<u>Average monthly expenditure of combined bids</u>	<u>\$ 17,612</u>
<u>Number of months in new contract</u>	<u>x 24</u>
<u>Estimated amount necessary for new contract</u>	<u>\$ 422,688</u>
	<u>(To be rounded to \$423,000)</u>

Attempts were made to benchmark against Miami Dade County Public Schools (MDCPS), and Palm Beach County Schools (PBCS); however, their contracts are structured differently than The School Board of Broward County, Florida (SBBC's). Instead, comparisons were made with Seminole County Public Schools and with the School Board of Sarasota; these school districts have similar bids, and prices for items common to SBBC's bid were found to be comparable.