

## EXECUTIVE SUMMARY

### Recommendation for Additional Spending Authority 18-020B – Custodial Chemicals

#### Introduction

##### Responsible: Procurement & Warehousing Services (PWS)

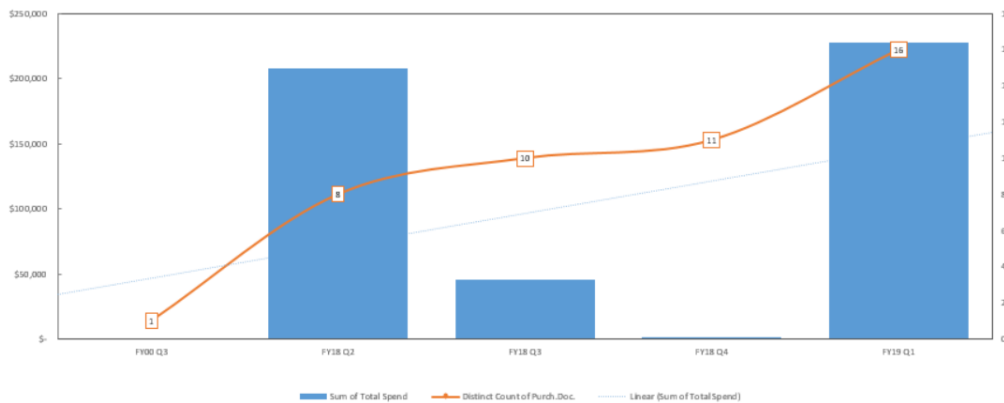
This request is to approve the recommendation for additional spending authority for the Agreement 18-020B – Custodial Chemicals in partnership with Agni Enterprises, LLC, Cosgrove Enterprises, Inc., Glocecol, LLC, Interline Brands, Inc., National Chemical Laboratories of PA, Inc., Neeld Paper & Supplies, Inc., Rex Chemical Corporation, South Florida Janitorial & Pool Supply, Inc., and Wexford Labs, Inc. The term of this Agreement is November 1, 2017 through April 30, 2019, and is being used by the Physical Plant Operations Department and individual school locations. The scope of this Agreement allows the District to purchase cleaning chemicals used through the District to maintain clean and sanitary conditions.

#### Goods/Services Description

##### Responsible: Physical Plant Operations (PPO)

Chemical products in this contract include toilet cleaners, body fluid cleanup kits, and disinfectants, among others, to maintain clean and safe environments. These essential items are ordered in truckload quantities and delivered to the District's Central Warehouse for later delivery to schools, centers, and departments entering orders.

The central warehouse places orders with the vendors to maintain a stock that will allow it to respond to school orders. During the first quarter of Fiscal Year 2019, the warehouse experienced an increase in orders; schools and District locations entered school orders in preparation for the new school year and as soon as the new fiscal year budgets were approved. As a result, the warehouse entered orders in the first quarter of Fiscal Year 2019 as seen below:



This Bid carries items necessary to preserve the health and safety of the District's environments and, with the flu season about to start, it is in the District's best interest to maintain this contract adequately funded to ensure continuity of services and access to the materials. Items in highest demand are the Disinfectant Detergent and the All Purpose Cleaner of which \$119,950 and \$182,560, respectively, have been purchased under this Bid.

PWS in collaboration with PPO, are in the process of rebidding these items, so a new contract is in place before April 30, 2019.

**Recommendation for Additional Spend Authority**  
**18-020B – Custodial Chemicals**  
**November 7, 2018 Board Agenda**  
**Page 2**

**Procurement Method**  
**Responsible: PWS**

The solicitation for this Invitation to Bid (ITB) ran from June 5, 2017 through July 11, 2017, where three hundred and sixty-nine (369) vendors were notified, and fifty-one (51) vendors downloaded the ITB documentation. PWS received twelve (12) responses, and nine (9) vendors are being recommended for award. The bid has primary and alternate vendors who met all specifications, terms, and conditions of the ITB. Including alternate awardees allow for continuity of services in the event that the primary vendor cannot comply with delivery requirements, specifications, or in emergency cases. Among the awarded vendors, Agni Enterprises, LLC, Glocecol, LLC, Neeld Paper & Supplies, Inc., and Rex Chemical Corporation are certified Small/Minority/Women Business Enterprise with the District.

**Financial Impact**  
**Responsible: PWS and PPO**

PPO is requesting the School Board’s approval for an additional allocation of \$157,000. At the current rate of usage, the unused authorized spending (\$150,295) will be consumed and in need of an additional funding allocation before bid expiration. Since this contract has unused spending authority related to the original term (per the Financial Analysis Worksheet), the requested additional spending authority is demonstrated below:

\$ 43,882.29	<u>(Average monthly expenditure)</u>
x 7.00	<u>(Number of months remaining in the current bid)</u>
\$ 307,176.03	<u>(Total needed for remaining months in the current bid)</u>
- 150,295.00	<u>(Unused authorized spending)</u>
<b>\$ 156,881.03</b>	<u>(Forecasted additional funding needed before current bid expiration-Rounded to \$157,000)</u>