

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater FY20-011 – Plasticware and Flatware Cutlery for Cafeterias

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-011 – Plasticware and Flatware Cutlery for Cafeterias to All Florida Paper, LLC and F & W Plastics d/b/a Daxwell, LLC for a period of twelve (12) months from July 1, 2019 through June 30, 2020. This contract may be renewed for two (2) additional one (1) year periods. This ITB will replace the existing ITB 16-123B - Plasticware and Flatware Cutlery for Cafeterias and will be used by the Food & Nutrition Services Department (FNS). The spend authority request for this ITB is \$680,000.

Goods/Services Description

Responsible: Food & Nutrition Services (FNS)

This Bid allows FNS to purchase both bulk and individually packaged cutlery including napkins and straws with forks, sporks, or fork and spoon that are used by students and staff in the dining areas. These essential items are ordered in truckload quantities and delivered to the District's Central Warehouse. FNS managers place orders on an as-needed basis for bi-monthly deliveries per agreed upon schedule.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from February 27, 2019 through March 21, 2019. Two hundred and sixty-five (265) vendors were notified, and seventeen (17) vendors downloaded the ITB documentation. Procurement & Warehousing Services received seven (7) responses, and two (2) bidders are recommended for award. The bid has a primary and an alternate vendor who met all specifications, terms, and conditions of the ITB. 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.

The Bid also evaluated two (2) groups of items: one (1) group included cutlery packets that substitute plastic straws with paper straws, and the other group had regular packets without straws. In accordance with the bid's terms and conditions, only one (1) of the groups was to be awarded. The recommendation is to award the group with the paper straws.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid reserved the Alternate Award in this solicitation for S/M/WBE Enterprises. All Florida Paper, LLC, is recommended for Primary Award under this Bid as S/MBE.

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Financial Impact
Responsible: PWS and FNS

Based on budgetary and usage analyses, the recommended spend authority is \$680,000 and was determined based on the material requirements to satisfy the needs of the District and up-to-date pricing. Since current spending analyses are based on older pricing, it was necessary to take into consideration the prices offered on the new bid to ensure adequate funding. Cost increases are mainly due to the addition of paper straws into the packets that will be introduced to the District. Prices for the more traditional product also increased but at a more moderate level.

Item Name	Previous Bid (16-123B) Price (A)	Total Cases Ordered on Previous Bid (B)	Monthly Avg. Cases Ordered on Previous Bid (C) = (B) / 32	Historical Estimated No. of Cases Required for New Bid (D) = (C) X 12	NEW Bid Price Per Case (FY20-011) (F)	Historical Estimated Spend for Items Under New Bid Price (H) = (D) X (F)
Fork Packet, Plastic	\$ 9.39	5,929	185	2,223.38	\$ 17.60	\$ 39,131.40
Fork, Plastic	\$ 4.38	1,512	47	567.00	\$ 4.59	\$ 2,602.53
Teaspoon, Plastic	\$ 4.38	1,260	39	472.50	\$ 4.59	\$ 2,168.78
Knife, Plastic	\$ 4.38	900	28	337.50	\$ 4.59	\$ 1,549.13
Spork Packet, Plastic	\$ 9.39	65,023	2,032	24,383.63	\$ 17.60	\$ 429,151.80
Fork/Spoon Combo	\$ 7.52	46112	1,441	17,292.00	\$ 11.68	\$ 201,970.56
Sporks (Removed from bid)	\$ 4.38	432	14	162.00		
					Group Total	\$ 676,574.19

Funding for this Bid will come from the FNS Department's operating budget. The amount requested was determined based on historical data and FNS' forecasted purchases to satisfy the needs of the District. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.