

Topic: EE-6 - Recommendation for Renewal and Additional Spending Authority - 15-066R - Maintenance, Cleaning, Repair, and Inspection of Cafeteria Hood Ventilation Systems

EE-9 - Recommendation of \$500,000 or Greater - 19-065B - Sanitary Washroom Supplies

Staff Follow Up: Staff to indicate the feasibility of breaking up bid packages into individual items in order to garner additional savings. Board Members indicated there are several examples where the awarded bidder for a particular package of items is not the lowest cost for select items within the package.

(R. Bartleman/D. Korn) SBOM-050719-12

Response: Part of the Procurement & Warehousing Services (PWS) team's responsibilities is to evaluate the format of each competitive solicitation with a common goal to achieve the best value solution to serve the District's needs. Our analysis consists not only the validation/award of lowest prices but also other aspects like logistics, consolidation, manufacturer, quantity of items, and technologies. Therefore, we work with the District's departments and schools to recommend the best applicable method of award per solicitation.

For item EE-6 - 15-066R - *Recommendation for Renewal and Additional Spending Authority - 15-066R - Maintenance, Cleaning, Repair, and Inspection of Cafeteria Hood Ventilation Systems*, both tasks are expected to be performed at the same vendor visit, which means the inspection of the hoods shall be performed and, in the case the cleaning is necessary, the cleaning of the hoods shall be performed just after, following the inspection. The bid was split in two items to give more transparency and cost breakdown; however, the procurement method was to award the total lowest price responsive and responsible bidder.

The premise applied to ITB 19-065B - *Sanitary Washroom Supplies*, considered in the grouping of "related" items (or family items) with the award to the lowest bid for each group. This method of award has allowed the District to better assure compatibility between the individual components of the group, such as with the C-Fold towels and dispensers; better monitor vendor performance and ultimately benefit from the logistic aspect both for inbound (vendor deliveries to our warehouses) and outbound (warehouse consolidation and daily deliveries to schools).

The PWS department is always striving for continuous improvement and excellence. From the feedback received from the School Board members, we will review our sourcing process and definition of the sourcing method criteria, to ensure with the team the consistent adoption of best practices.