

EXECUTIVE SUMMARY

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

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-065B – Sanitary Washroom Supplies for a period of twenty-eight (28) months beginning June 22, 2019 through October 31, 2021, and may be renewed for two (2) additional one (1) year periods. This ITB will replace the existing ITB 16-106B – Sanitary Washroom Supplies and will be used by Physical Plant Operations (PPO), individual schools and department locations. The spending authority request for this ITB is \$3,090,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid allows PPO, schools, and departments to purchase essential items such as paper towels, bathroom tissue, feminine hygiene product, and its corresponding dispensers. These items are ordered by the Central Warehouse, where they are stocked and later delivered to PPO, schools, and departments on an as-needed basis.

Procurement Method

Responsible: PWS

This ITB was competitively solicited and ran from December 18, 2018 through January 23, 2019. Four hundred and forty-two (442) vendors were notified, and forty (40) vendors downloaded the ITB documentation. PWS received fifteen (15) responses and the following seven (7) bidders are recommended for award; Central Poly-Bag Corp., Dade Paper & Bag LLC d/b/a Imperial Dade, Interline Brands, Inc., d/b/a Supplyworks (#1), Neeld Paper And Supplies, Inc. d/b/a City Management Supply, Pyramid Paper Company d/b/a Pyramid School Products, RSD Majestic Supply Company Of South Florida, Inc., and South Florida Janitorial & Pool Supply, Inc.

The bid has primary and alternate vendors 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 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. However, the two (2) S/M/WBE bidders participating on this Bid Neeld Paper and Supplies, Inc. d/b/a City Management Supply and RSD Majestic Supply Company of South Florida, Inc. both are Small/Minority Women Business Owned vendors registered with SBBC and are already recommended for Primary Awards.

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**Financial Impact
Responsible: PWS and PPO**

The spending authority requested is \$3,090,000 and was determined based on the material requirements to satisfy the needs of the District utilizing historical and forecasted expenditures reflected in the Financial Analysis Worksheet and the new-bid 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. Additionally, a new item was added to the bid, and its estimated usage has been taken into consideration. Applying new-bid prices to each item's estimated purchases over the term of the bid, reveal that the new bid should be allocated \$3,090,000.

Current ITB spend (June/2016-June/2019) (thirty-three (33) months) \$3,421,718

New ITB projected spend (June/2019-Oct./2021) (twenty-eight (28) months) \$3,090,000

Item Number	Item Name	Previous Bid Price (A)	Total Cases Ordered in Previous Bid (B)	Monthly Avg. Cases Ordered on Previous Bid (C) = (B) / 33	Estimated No. of Cases Required for New Bid (D) = (C) X 28	New Bid Price (E)	Estimated Spend for Items Under New Bid Price (F) = (D) X (E)
1000123	DISPENSER, JUMBO ROLL TOILET TISSUE	\$ 33.92	1,096	33	929.94	\$ 31.98	\$ 29,739.46
1000124	DISPENSER, HAND TOWEL, STAINLESS	\$ 26.37	372	11	315.64	\$ 31.92	\$ 10,075.11
1000132	TOILET TISSUE, JUMBO ROLL 2PLY, EMBRACE	\$ 24.99	61,372	1,860	52,073.21	\$ 25.40	\$ 1,322,659.59
1000133	TOILET TISSUE, JUNIOR SIZE - 2 PLY	\$ 17.63	6300	191	5,345.45	\$ 17.60	\$ 94,080.00
1000134	HAND TOWEL, WHITE C-Fold	\$ 12.60	136,738	4,144	116,020.12	\$ 12.96	\$ 1,503,620.77
1005142	DISPENSER, JUMBO JR. BATHROOM TISSUE	\$ 25.49	200	6	169.70	\$ 26.95	\$ 4,573.33
1005251	NAPKIN, SANITARY PAD 8	\$ 25.95	198	6	168.00	\$ 45.98	\$ 7,724.64
1005252	NAPKIN, SANITARY PAD 4	\$ 19.98	100	3	84.85	\$ 25.05	\$ 2,125.45
1005255	SURFACE MOUNTED SANITARY NAPKIN DISPOSAL	\$ 28.98	95	3	80.61	\$ 29.82	\$ 2,403.67
1005256	DISPOSABLE UNIT LINERS, WAX BAG	\$ 11.39	430	13	364.85	\$ 12.49	\$ 4,556.96
1007510	TOWEL, ROLL PAPER	\$ 18.03	3030	92	2,570.91	\$ 19.25	\$ 49,490.00
6001276	DUAL VENDING DISPENSER FOR SANITARY NAPKINS AND	\$ 259.98	0	-	25.00	\$ 344.98	\$ 8,624.50
NEW	FACIAL TISSUES, 2-PLY	\$ -	0	-	2,000.00	\$ 12.96	\$ 25,920.00
						Sub-Total	\$ 3,065,593.49
						P-card	\$ 24,412.00
						Grand Total	\$ 3,090,005.49

Funding for this ITB will come from PPO, schools, and departments custodial budgets for the term of the contract. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.