

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater FY20-024 – Paper and Plastic Items for Cafeterias

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY20-024 – Paper and Plastic Items for Cafeterias for a period of twelve (12) months from October 1, 2019 through September 30, 2020. This contract may be renewed for two (2) additional one (1) year periods. This ITB will replace the existing ITB 18-139B – Paper and Plastic Items for Cafeterias and will be used by the Food & Nutrition Services Department (FNS).

This ITB will complement ITB FY20-011 (Plasticware and Flatware Cutlery for Cafeterias), approved by the School Board on May 7, 2019 (Item EE-16), and which transitions from plastic to paper straws.

Goods/Services Description

Responsible: Food & Nutrition Services (FNS)

This Bid allows FNS to purchase paper and plastic items that are used for packaging and distributing meals to students and staff in school cafeterias. These essential items are ordered and delivered to the District's Central Warehouse. FNS managers place orders on an as-needed basis for deliveries per agreed upon schedule.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from March 21, 2019 through April 25, 2019. Three-hundred and forty-two (342) vendors were notified, and twenty-nine (29) vendors downloaded the ITB documentation. Procurement & Warehousing Services received eleven (11) responses. 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 bid incorporates eight (8) new items in an effort to transition from some Styrofoam products, moving the District in a more environmentally conscious direction. These new products have been taken into consideration in the determination of the spend request. Spending will be monitored during the term of the contract.

Current stock levels of Styrofoam products need to be depleted prior to the implementation of the new paper items.

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, and Glocecol LLC are both being recommended for award under this Bid as S/MBE in a variety of items as indicated in the Recommendation Tabulation.

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Financial Impact
Responsible: PWS and FNS

The amount requested is \$1,425,000 and was determined, as shown below, based on the material requirements to satisfy the needs of the District utilizing historical and forecasted expenditures reflected in the Financial Analysis Worksheet. Additional consideration was given to the estimated usage and pricing for the new items on the bid, and these were added to the calculations to ensure adequate funding for the term of the bid.

Average Monthly Spend:	\$106,272
(Times) Months in New Contract:	x 12
Estimated Spend (Historical)	\$1,275,264

Estimated spend for the new items on the bid:

NEW BID ITEM	Estimated No. of Cases Required for New Bid (A)	New Bid Price (B)	Estimated Spend for Items Under New Bid Price (C) = (A) X (B)
Straw, Paper Jumbo 7-3/4"	520	\$12.05	\$6,266.00
Paper Hot Food Container, Six Ounce	800	\$73.08	\$58,464.00
Lid for Six Ounce Hot Food Container	200	\$57.84	\$11,568.00
Paper Cup, Hot Drink, 8-Ounce	200	\$33.76	\$6,752.00
Paper Cup, Cold Drink 16-Ounce	300	\$40.61	\$12,183.00
Lid for 16-Ounce Cold Drink Cup	150	\$17.99	\$2,698.50
Paper Hot Food Container 8-Ounces Size	900	\$41.67	\$37,503.00
Paper Lid for 8-Ounce Hot Food Container	400	\$30.21	\$12,084.00
Total Estimated Spend for New Items			\$147,519.00

Grand Total Spend Request for ITB FY20-024:

Estimated Spend (Historical)	\$1,275,264
Estimated Spend (New Items)	\$147,519
Grand Total Spend Request (Rounded)	\$1,425,000

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.