

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater FY21-095 – Custodial Maintenance and Basic Cleaning Supplies

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the recommendation to award Invitation to Bid (ITB) FY21-095 – Custodial Maintenance and Basic Cleaning Supplies for a period of thirty-six (36) months from November 1, 2020 through October 31, 2023. This contract may be renewed for two (2) additional one (1) year renewal periods. This ITB will replace the existing ITB 19-048B – Custodial Maintenance and Basic Cleaning Supplies and will be used District-wide.

The spending authority being requested is \$1,421,000.

Goods/Services Description

Responsible: Physical Plant Operations (PPO)

This Bid will allow schools, centers, and departments to procure tools and materials that are used throughout the District to maintain clean and safe environments. The Custodial Maintenance Supplies on this Bid include items such as disposable dry-cleaning wipes, body fluid clean-up kits, brooms, brushes, and mops of different sizes and for different applications, safety shoes, trash receptacles, buckets, and dusters among others. These supplies are essential for the District's preparedness and response to the COVID-19 pandemic. All items are delivered to the Central Warehouse, and individual schools and departments place orders on an as-needed basis.

Procurement Method

Responsible: PWS

The solicitation for this ITB ran from May 19, 2020 through June 30, 2020. Eighty-four (84) vendors were notified, and forty-three (43) vendors downloaded the ITB documentation. Procurement & Warehousing Services (PWS) received ten (10) 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 has added other items that are stocked in the central warehouse and that are also part of the District's custodial maintenance and COVID-19 response activities. These items have been purchased in accordance with Purchasing Policy 3320 and include body fluid clean-up kits, disposable dry-cleaning wipes, and safety shoes with replacement soles in various sizes (used during floor wax removal to prevent slipping). The recommended spend request takes into consideration the usage projections for these added items based on data obtained from SAP.

The Affirmative Procurement Initiative recommended by the Supplier Diversity & Outreach Program for this Bid is the Voluntary Minority/Women Business Enterprise Distributorship Development Program.

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Financial Impact
Responsible: PWS and PPO

The spending authority requested is \$1,421,000 as indicated below and represents the estimated forecasted spend for the whole contract term. This recommendation is different from the current practice in Agenda Items during the pandemic but is necessary to ensure that the contract is properly funded due to the critical nature of the supplies covered in this Bid.

Forecasted Historical Spend for the entire Bid term is:

Average Monthly Spend (Historical):	\$ 9,340
(Times) Months in New Contract:	x 36
Estimated Forecasted Spend:	\$336,240

Additional consideration was given to the estimated usage and pricing for the items added to the Bid, and these were included in the calculations to ensure adequate Bid funding.

See below the estimated spend for the items added to the Bid:

Warehouse Item Description	Total Quantity Ordered	Avg. Per Month	36-Month Projection	New Price	Per	Total Projection
Disposable Dry-Cleaning Wipes	9,764	315	11,339	\$44.09	case	\$499,929
Body Fluid Cleanup Kit	38,070	1,228	44,210	\$11.52	kit	\$509,303
Safety Boots – Various Sizes	1,721	56	2,016	\$32.99	pair	\$66,508
Replacement Soles – Various Sizes	1,222	40	1,440	\$6.14	pair	\$8,842
Total Estimated Spend for Added Items						\$1,084,582

The Total Spend request for ITB FY21-095 for the entire Bid term and with the added items is:

Estimated Spend (Historical)	\$ 336,240
Estimated Spend (Added Items)	\$1,084,582
Grand Total Spend Authority (rounded)	\$1,421,000

This spending authority will be monitored as part of the ongoing PWS contract management activities in light of potential increased demand for the products on this Bid due to COVID-19. Additional spending authority will be requested at a later date if usage monitoring during the contract and after schools open to a hybrid or traditional operational model deem it necessary.

Funding for this Bid will come from individual schools and departments' existing and approved budgets. Additionally, the District will use funds from the CARES Act to procure some of the items on this Bid as it is directly related to COVID-19. The amount requested was determined based on historical data and the District's 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.