
INTEROFFICE MEMORANDUM

TO: KARI CREMASCOLI
TODD DRAFALL
FROM: KATIE HANNIGAN
SUBJECT: CUSTODIAL SUPPLY BID RECOMMENDATION
DATE: 5/14/19

Background Information

A request for bids was posted on the district website as well as published in the newspaper for custodial supplies for the 2019-20 school year. We received responses from ten vendors. In the past, each company was required to bid on all items to be considered a responsive bid. However, as some of these companies are specialized, it was determined that the district would group the supplies and allow vendors to bid on as many or as few groups as they were able. There were nine total groups that vendors were able to bid on: Paper Towels, Toilet Tissue, Hand Soap, Snow and Ice Melter, Plastic Liners, Envirox Products, Miscellaneous Items, Gloves, and Floor Care Products.

The quantity for each group of items was bid was based on prior year's totals and will change for the next year, which will change the total cost. Funds for these expenditures are budgeted in the 2019-20 Operations and Maintenance budget. A table detailing each company's bid prices is attached.

The results of the bid are as follows:

Supply Group	Recommended Vendor	Cost
Paper Towels	Warehouse Direct	\$25,125.00
Toilet Tissue	Warehouse Direct	\$12,967.50
Hand Soap	Ramrod	\$3,150.00
Snow and Ice Melter	Unique	\$7,350.00
Plastic Liners	Unique	\$5,047.25
Envirox Products	Performance Chemical	\$9,955.50
Miscellaneous Items	Performance Chemical	\$2,816.00
Gloves	Ramrod	\$3,020.00
Floor Care Products	Warehouse Direct	\$10,674.40

Administrative Considerations

There were cases in which an alternate vendor could have provided some supplies at a lower cost. However, those products did not fit in our current dispensers. Therefore, we would have had to replace all of the dispensers throughout the district resulting in the true cost being much higher than it appears.

Recommendation

It is recommended that the board approve the bid for custodial supplies as presented in the table above based on the dollar amounts provided.

	North American	RAMROD	Central Poly	Performance	Expert Chemical	Unique	All American Poly	Warehouse Direct	Chemcraft	Home Depot
Paper Towels	NB	\$ 25,500.00	NB	\$ 18,975.00	NB	NB	NB	\$ 25,125.00	NB	NB
Toilet Tissue	\$ 16,698.50	\$ 15,405.00	\$ 18,193.50	NB	\$ 15,600.00	\$ 16,835.00	NB	\$ 12,967.50	\$ 13,000.00	NB
Hand Soap	\$ 3,100.00	\$ 3,150.00	NB	NB	\$ 3,050.00	\$ 3,195.00	NB	NB	NB	\$ 3,825.00
Snow & Ice Melter	NB	\$ 7,850.00	NB	NB	\$ 7,450.00	\$ 7,350.00	NB	NB	\$ 7,150.00	\$ 13,480.00
Plastic Liners	\$ 9,478.50	\$ 5,600.00	\$ 6,135.00	\$ 9,026.00	NB	\$ 5,047.25	\$ 11,089.00	\$ 5,100.50	\$ 8,242.00	\$ 6,348.00
Envirox Products	NB	NB	NB	\$ 9,955.50	NB	NB	NB	NB	\$ 11,997.00	NB
Miscellaneous Items	NB	\$ 4,049.85	NB	\$ 2,816.00	NB	\$ 3,227.80	NB	\$ 4,105.85	\$ 7,265.60	\$ 4,923.05
Gloves	\$ 3,499.60	\$ 3,020.00	NB	\$ 3,712.00	\$ 3,066.80	\$ 3,026.00	NB	\$ 3,032.00	\$ 3,374.00	\$ 3,441.00
Floor Care Products	NB	\$ 13,922.30	NB	\$ 12,071.30	NB	\$ 10,908.05	NB	\$ 10,674.40	\$ 12,982.95	\$ 15,339.00

***Performance doesn't fit current dispensers

***Expert and North American don't fit current dispenser

***Chemcraft didn't meet specifications

NB = No Bid