



Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

To: Bibb County Board of Education
From: Elaine Wilson-Beverly, Executive Director of Procurement
Subject: FY 2024 Custodial Contract Award

Summary:

The Maintenance Department is seeking Board approval to issue purchase orders to Copaco of Columbus, Georgia for the custodial supplies that are needed during fiscal year 2024. If approved, this will be the first year of a 3-year contract.

Background:

The Procurement Department issued solicitation IFB 23-053 for custodial supplies. The bid was issued on 05/04/2023, and there was a total of 10 respondents. The Custodial Department completed a review of all documentation and samples from four of the ten respondents. To ensure the products continue to meet the needs of the District, and the deliveries to each location are reliable, the recommendation is for Copaco of Columbus to remain the awardee of this contract.

Under Policy DJEAA: The board approves all contracts in excess of \$150,000. The anticipated expense for FY 2024 will be approximately \$564,394. This is an increase of 10% from the FY 2023 expense of \$513,085.

Recommendation:

It is recommended that the Bibb County Board of Education authorize the Superintendent to issue purchase orders to Copaco for all custodial supplies as needed throughout the FY 2024 fiscal year in an amount not to exceed \$564,394. The funds will come from the General Fund.

Superintendent's Comments and Approval:

Superintendent's Comments	Select One
Dr. Dan A. Sims	Approved