

CHRONOLOGY OF THE AGENDA ITEM

In an effort to provide access to a broad spectrum of custodial supplies at the best possible price that may be purchased over the course of a year from multiple vendors, a formal Invitation to Bid for Custodial Supplies was issued on September 16, 2021 through the Purchasing Department. Bids were received on October 19, 2021 from 20 (twenty) firms and 17 (seventeen) were deemed responsive to the requirements of the solicitation by the Purchasing Department. This bid includes three (3) one (1)-year renewal options through 2025.

The Facilities Department reviewed the 17 (seventeen) bids and deemed 15 (fifteen) to be responsive. The recommendation of award is to the vendor with the lowest fixed price per item that met all required specifications. In the event the lowest awarded vendor is unable to fulfill their contract, the 2nd lowest price vendor will be used. The next lowest bidder's price must remain the same as originally bid and remain firm for the duration of the contract.