



Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

To: Bibb County Board of Education
From: Elaine Wilson-Beverly, Executive Director of Procurement
Antonio Simmons, Director of Maintenance
Subject: FY 2025 Custodial Contract Award

Summary:

The Maintenance Department is seeking Board approval to issue purchase orders to Imperial Bag and Paper Co, LLC; DBA: Copaco of Columbus, Georgia for the custodial supplies that are needed during fiscal year 2025. If approved, this will be the second 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. To ensure the products continue to meet the needs of the district, and the deliveries to each location are reliable, the recommendation is for Imperial Bag and Paper Co, LLC DBA: 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 2025 will be approximately \$332,137.65. This is an increase of 10% from the FY 2024 expense of \$301,943.32.

Please Note: Imperial Dade Paper Products is the parent company of Copaco Inc, effective in FY 2024.

Recommendation:

It is recommended that the Bibb County Board of Education authorize the Superintendent to issue purchase orders to Imperial Bag and Paper Co, LLC, DBA: Copaco for all custodial supplies as needed throughout the FY 2025 fiscal year in an amount not to exceed \$332,137.65 The funds will come from the General Fund.



BIBB COUNTY SCHOOL DISTRICT

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Superintendent's Comments and Approval:

Superintendent's Comments	Approve/Disapprove
Dr. Dan A. Sims	Approved