BIBB COUNTY SCHOOL DISTRICT

Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

To: Bibb County Board of Education, Dr. Dan A. Sims, Superintendent

From: Condus Shuman, Executive Director of School Nutrition
Dr. Elaine M Wilson-Beverly, Executive Director of Procurement

Subject: FY 2026 – School Nutrition Chemical Contract

Summary

The School Nutrition Department is seeking Board approval to issue purchase orders on an as-needed basis for purchasing chemical products for school nutrition operations for the fiscal year 2025-2026. This will be the first year under RFP 25-037 if approved.

Background

Under District Policy DJEAA, Board approval is required for contracts of more than $150,000. In May 2025, the Procurement Department issued solicitation RFP 25-037 for School Nutrition chemical products to support a compliant school nutrition operation. In conjunction with paper products, several contractors were approved for the award in prior years. In our efforts to streamline processes, improve operational efficiency, and reduce inventory costs, two vendors will be awarded RFP 25-037. This is the first year that paper and chemical services will be separated.

The Board approved $1,506,490.45 for Paper and Chemicals for FY2025. The projected expenditure for chemicals for FY2026 is approximately $150,000.

The itemization of the recommended awardees is listed below:

Chemicals	
Vendor	**FY 2026**
Southeastern Paper Group	$50,000
PortionPac Chemical Corporation	$100,000
Total	**$150,000**

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Recommendation

It is recommended that the Bibb County Board of Education approves the awards to the listed vendors for school nutrition chemical products on an as needed basis in an amount not to exceed $150,000 for FY2026. These funds will come from the School Nutrition Budget.

Superintendent's Approval

Superintendent's Signature	Approved / Not Approved
Dr. Dan A. Sims	Approved