



Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

To: Bibb County Board of Education, Dr. Dan A. Sims, Superintendent
From: Dr. 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 Southeastern Paper Group. If approved, this will be the first approval under RFP 25-032.

Background:

The Procurement Department issued solicitation RFP 25-032 for custodial supplies. The bid was issued on 04/28/2025, and there was a total of 12 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 Southeastern Paper Group to be the new contractor under RFP 25-032.

Under Policy DJEAA: The Board approves all contracts in excess of \$150,000. The anticipated expense for FY 2026 will be approximately \$450,000.00. This is an increase of 10% from the FY 2025.

Recommendation:

It is recommended that the Bibb County Board of Education authorizes the Superintendent to issue purchase orders to Southeastern Paper Group for all custodial supplies as needed throughout the FY 2026 fiscal year in an amount not to exceed \$450,000.00. The funds will come from the General Fund.

Superintendent's Comments and Approval:

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