BIBB COUNTY SCHOOL DISTRICT

Dr. Dan A. Sims, Superintendent

**ACTION MEMORANDUM**

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**To**: Board of Public Education for Bibb County ("Board")
Dr. Dan A. Sims, Superintendent

**From:** Dr. Elaine M. Wilson, Executive Director of Procurement
Antonio Simmons, Director of Maintenance

**Subject**: FY 2027 Custodial Contract Award, District-Wide

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## Summary

The Maintenance Department is seeking Board approval to issue purchase orders to Southeastern Paper Group. If approved, this will be the second 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. This will be the second approval of the contract.

Under Policy DJEAA: The Board approves all contracts in excess of $150,000. The Maintenance Department expensed approximately $385,000 in expenditures last fiscal year. The anticipated expense for FY 2027 will be approximately $450,000, mainly due to the market price increase for various items.

## 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 2027 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 |