

Livonia Public Schools

Business Services Office

Date: September 3, 2014

To: Randy Liepa, Ph.D., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Review of Bids for Custodial Supplies

We would like to discuss the recommended purchase of custodial products for the 2014-15 school year at the next Finance Committee meeting. We prepared a Request for Proposal for 42 custodial supply items and for a just in time delivery system. We believe a just in time delivery system will be cost effective in the long run as we will not be storing and delivering custodial supplies from the warehouse.

Please find the attached recommendation memo and detailed bid tabulation from Harry Lau, Administrator of Operations & Facilities. Of the eight vendors that responded to the bid three were disqualified due to incomplete paperwork. Two vendors bid on only a few of the items and therefore were not included. Of the remaining vendors, HP Products has the lowest bid price. The cost detail on the bid tabulation is the pricing assuming we ordered one of each item from the list. Although one vendor has a lower overall cost, it is due to the fact that it is only 31 items bid. HP Products is the only vendor that priced all 42 items requested and is the recommended vendor. Based on the pricing and quantities used in prior years, we are estimating total costs of \$159,000 for 2014-15.

Please feel free to contact me if you have any questions. Thank you.

LA/kp

Attachments

LIVONIA PUBLIC SCHOOLS

Operations Department

Memorandum

TO: Lisa Abbey, Director Business Services

FROM: Harry Lau, Administrator Facilities and Operations

DATE: September 2, 2014

SUBJECT: Recommendation - Custodial Supplies - Just in Time On-Line Ordering Bid

I am recommending and seeking approval to award HP Products the custodial supplies JIT on-line ordering bid. HP Products submitted bids on all 42 items that were on the bid list and had the lowest prices for over 95% of the items listed.

Rational; using a JIT Custodial Supplies on-line ordering system will save Livonia Public Schools approximately 20% of the custodial supply budget by not bidding large quantities of paper, plastic and other custodial supplies, and storing them in our warehouse for distribution.

An estimated amount we would spend for the 2014-2015 school year for custodial supplies with HP Products is \$159,000.

If you have any questions, please call me. Thank you.

LIVONIA PUBLIC SCHOOLS
On-line Ordering System
JIT Custodial Supply Bid
August 7, 2014

VENDORS BIDDING DESCRIPTION	VENDOR	VENDOR	VENDOR	VENDOR
	APAC	CENTRAL POLY	HERCULES&HERCULES	HP PRODUCTS
One Year Pricing Totals:	X	X	X	X
Two Year Pricing Totals:		X	X	X
Equal Opportunity Statement	X	X	X	X
Sworn and Notarized Familial Disclosure Statement	X	X	X	X
Iran Sanction Statement	X	X	X	X
Qualified or disqualified based on paperwork	Qualified	Qualified	Qualified	Qualified
Number of Items included in bid	13/42	6/42	31/42	42/42
Cost if we ordered (1) of each item on bid list for the items each vendor bid (some vendors bid less than 42 items listed on bid)	Not included due to low number of items bid	Not included due to low number of items bid	\$745.80	\$1,040.03
	VENDOR	VENDOR	VENDOR	VENDOR
	J & G POLY	KSS	ARNOLD SALES	LANSING SANITARY SERVICES
One Year Pricing Totals:		X		
Two Year Pricing Totals:		X		
Equal Opportunity Statement	X	X	Not Notarized	Not Notarized
Sworn and Notarized Familial Disclosure Statement	NOT FILLED IN OR NOTORIZED	X	X	X
Iran Sanction Statement	NOT FILLED IN OR NOTORIZED	X	NO	X
Qualified or disqualified based on paperwork	Disqualified	Qualified	Disqualified	Disqualified
Number of Items included in bid		32/42		
Cost based on pricing of one item of each of the 42 items listed on the bid sheet		\$2,475.09		

Recorded by: Barb Stoner
Witnessed by: Harry Lau