



Oak Park Elementary School District 97

260 W. Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

TO: Dr. Carol Kelley, Superintendent of Schools
Board of Education

FROM: Dr. Alicia Evans, Assistant Superintendent of Finance and Operations

SUBJECT: Custodial Services

DATE: February 14, 2017

Prior to the 2010-11 school year, custodial supplies were annually awarded to a single company based in the lowest overall bid. The practice for awarding custodial supply bids had changed beginning with the 2010-11 school year, to award based upon the lowest price per item. This change has saved the District money over time. Therefore the Night Custodial Supervisor will prepare an item specific bid specification.

Custodial supplies include, paper towels, toilet tissue, waste bag liners, green wipes, hand sanitizers, hand soap, and floor finisher and other associated supplies.

Therefore, the administration request permission to issue a request for proposal for custodial services.