

Livonia Public Schools

Business Services Office

Date: January 30, 2014

To: Randy Liepa, Ph.D., Superintendent

From: Lisa Abbey, Director of Business Services

Re: Review of Custodial Equipment – 2013 Bond

As you know, as part of the 2013 voter approved bond we will be replacing and upgrading some of our maintenance and custodial equipment. The Operations Department has been working on determining the District's priorities, and testing and evaluating a variety of equipment.

We issued a Request for Proposal for Floor Care Equipment and bids were received November 26, 2013. There are four items included in this bid:

- 28" Walk behind automatic scrubbers (quantity 8)
- 32" Walk behind automatic scrubbers (quantity 5)
- 20" stand on riders (quantity 3)
- 18" self carpet extractors (quantity 8)

We received many responses to this bid. We have two bid tabulations attached. The first is a very detailed list of all four items and each vendor response. This bid tabulation provides detail on each item that was eliminated from consideration because the item submitted did not meet the District's requirements:

- Items where minimum specifications were not met
- Items where a 36 volt battery was included instead of 24 volt
- Items where a disc scrubber was listed instead of an orbital scrubber
- Items that were determined to be less than commercial grade equipment

The second bid tabulation is a summary of the four items and the vendors that met the District specifications including the recommended vendors. We are recommending the lowest responsible vendors for a total cost of \$116,900.18.

We have also attached a memo from Harry Lau, Administrator of Operations detailing the recommendation and the rationale. Mr. Lau's memo also includes a distribution of where the equipment will be utilized. We would also note that where we can, we will repurpose any old equipment for parts or to be used in another location.

We would like to discuss the offer to purchase at the next Finance Committee meeting on Monday, February 3, 2014. Please let me know if there are any questions.

LA/kp

Attachments:

Harry Lau, Administrator of Operations recommendation memo
Detail List of Equipment and Vendor Response
Summary of Equipment and Vendor Response