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**TO: Members, Board of Education
Dr. Constance Collins, Superintendent**

**FROM: Therese M. O'Neill, Assistant Superintendent for Finance & Operations
Norman Lane, Director of Buildings & Grounds**

RE: Custodial Supplies – Fiscal Year 2011

DATE: April 27, 2010

The Director of Buildings & Grounds, in concert with the Night Custodial Supervisor, prepared a bid specification for all custodial supplies for the 2010-11 school year to insure efficiency of cost and uniformity of sustainable, green products across the District. Historically, a contract was given to the vendor with the lowest aggregate total as opposed to item specific. Therefore, the bid specification prepared was item by item to insure best product and cost. On April 1, 2010, a bid notice was published in the **Oak Leaves** calling for a bid opening on April 12, 2010.

Attached is a summary of the 15 bids received, a copy of the legal notice as well as the list of vendors invited to bid. The Administration is recommending award of multiple contracts, for specific custodial bid items per the attached spreadsheet:

<u>Vendor</u>	<u>Total Amount</u>
Unique	\$ 9,984.37
AmSan	\$ 149.00
Tek-Direct	\$ 106.00
Industrial Supplies	\$ 73.60
Laport	\$ 1,012.00
Case Lots	\$10,383.50
Inlander	\$37,538.38
Standard	\$ 7,288.80
Seaway	\$ 298.50
HP Products	\$ 233.52
PSP	\$ 1,873.72
Kranz, Inc.	\$13,532.75
V.I.P.	\$15,439.50
Grand Total	\$97,913.64

For the 2009-10 school year, we expended, approximately \$125,000 for custodial supplies and through this more detailed bidding process, we are recommending expenditures of \$97,913.64.

I have asked Mr. Lane to be present at the meeting on Tuesday evening to respond to any questions Board members may have specific to any of the products recommended.

This custodial supply bid will be brought back to the Board for formal award at its May 11, 2010 meeting.

Attachments (3)

