



# Oak Park Elementary School District 97

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

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TO: Dr. Carol E. Kelley, Superintendent of Schools

FROM: Therese M. O'Neill, Asst. Supt. Finance & Operations

SUBJECT: Custodial Supply Bid

DATE: May 10, 2016

Prior to the 2010-11 school year, custodial supplies were annually awarded to a single company as opposed to item specific. Commencing with the 2010-11 school year, and continuing forward from then through the forthcoming 2016-17 school year, the Senior Director of Buildings & Grounds, in concert with the Night Custodial Supervisor, has prepared a bid specification that is item specific and has reduced the custodial supply expenditure of 2009-10 (\$125,000) to \$97,914 in 2010-11; to \$96,180 in 2011-12; to \$89,197 in 2012-13. However, for the 2013-14 school year, due to use of augmented amounts of paper towels, toilet tissue, waste bag liners, green wipes, hand sanitizers, hand soap, and floor finisher and associated supplies (due to floors being stripped every five years), the total custodial supply bid increased to \$129,527. However, again through an item specific bid document, the actual custodial supply bid has come in under the 2013-14 by \$4,668.87 or 3.6%, even with comparable quantities ordered for the 2014-15 school year as the increased amounts in 2013-14.

In anticipation of the 2016-17 school year, a similar bid document was prepared and the appropriate legal notice, which is attached, announcing a bid opening on March 30, 2016, was published in the March 2, 2016 issue of the Wednesday Journal. Further, a mandatory pre-bid meeting was held on March 16, 2015, at which time 17 prospective vendors attended. On March 22, 2016, 14 bids were received and the bid summary is attached.

The total amount for 2016-17 is \$113,870.18 or \$10,687.08 less than last year (\$124,557.26) and represents a decrease of 8.5%. This total amount is actually under what was literally expended in the 2009-10 school year (\$125,000) but represents more efficient, green, greater quantity and better quality products than in 2009-10.

Therefore, it is the recommendation of the Assistant Superintendent to award contracts to the following firms in the respective amounts identified, totaling \$113,870.18:

Amerisource	\$	0
Buckeye	\$	24,640.10
Caselots	\$	0
Garvey's	\$	4,609.00
HP (PCS)	\$	763.10
Inlander	\$	56,783.98
Janzimar	\$	0
Kranz	\$	553.40
Metro	\$	3,159.80
NA Corp.	\$	4,884.00
Seaway	\$	839.00
Supplyworks	\$	129.80
Unique	\$	2,088.00
Valdes	\$	15,420.00
Grand Total	\$	113,870.18

This will return to the Board for approval at its May 24, 2016 meeting. Attached is a copy of the bid summary, legal notice that appeared in the *Wednesday Journal*, and the list of invited bidders.

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Attachments (3)