



Oak Park Elementary School District 97

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

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

SUBJECT: Custodial Supplies

DATE: May 23, 2017

Prior to the 2010-11 school year, custodial supplies were awarded annually to a single vendor based in the lowest overall bid. The practice for awarding custodial supply bids changed beginning with the 2010-11 school year, to award based upon the lowest price per item. This change saved the District money over time.

2017-2018

Since the warehouse is being sold and storage at the public works building is limited, supplies can no longer be stored and distributed to schools from a central location. The Village rental agreement states, the space includes "7,685 square feet of space and consist of approximately 7,300 square feet in the lower level of the Public Works Center and 385 square feet of office space, including Room 220 and two cubicles..." Similarly, schools also have limited storage space.

Consequently, the requirements for the custodial supply bid changed. The bid will be awarded to a single bidder based on overall price and their ability to deliver products next day to the schools directly. The bids will not be based on a per item price. This method of bid acceptance will be reviewed annually after this year of transition into the new space. Internally, the orders will be reviewed and approved prior the placing the order.

The bids were reviewed by FAC and Warehouse Direct was chosen as the successful bidder. Some members of FAC have worked with Warehouse Direct in the past and had a good experience with the company. A review of their online order platform was conducted.

The administration agrees with FAC's recommendation.