



# Oak Park Elementary School District 97

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TO: Dr. Albert G. Roberts, Superintendent of Schools

FROM: Therese M. O'Neill, Asst. Supt. Finance & Operations  
Norman Lane, Director of Buildings & Grounds

SUBJECT: Custodial Supply Bid

DATE: May 13, 2014

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 2014-15 school year, the 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 proposed custodial supply bid has come in under from last year 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 2014-15 school year, a similar bid document was prepared and the appropriate legal notice, which is attached, announcing a bid opening on March 26, 2012, was published in the February 26, 2014 issue of the Wednesday Journal. Further, a mandatory pre-bid meeting was held on March 12, 2014, at which time 10 prospective vendors attended. On March 28, 2012, ten bids were received and the bid summary is attached.

Therefore, it is the recommendation of both the Director of Buildings & Grounds and me to award contracts to the following firms in the respective amounts identified, totaling \$ 124,858.58:

Buckeye	\$ 25,609.80
Caselots	\$ 6,457.50
Equity	\$ 381.00
Inlander	\$ 70,572.95
Kranz	\$ 315.55
Laport	\$ 1,147.00
Metro	\$ 545.60
Seaway	\$ 3,010.20
Standard	\$ 4,684.58
Valdes	\$ 12,134.40
Grand Total	\$ 124,858.58

This will return to the Board for approval at its June 12, 2012 meeting.

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Attachments (3)