



**Calvert County
Public Schools**

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MEMORANDUM

TO: Board of Education of Calvert County
 VIA: Donald Knode, II, Supervisor of Child Nutrition
 FROM: Kevin Michael, Director of Procurement and Resource Management
 DATE: June 8, 2017
 SUBJ: Awarding of Cafeteria Disposable Supplies (ITB #CCPS-FS-02-2018 and ITB #CCPS-FS-03-2018)

Calvert County Public Schools posted ITB #CCPS-FS-02-2018 for garbage can liners in March 2017 and ITB #CCPS-FS-03-2018 for other cafeteria disposable supplies in May 2017. Proposals were accepted from bidders up to the 12:30 p.m. deadline on April 25, 2017 and 1:00 p.m. deadline on May 25, 2017, respectively. Eleven (11) vendors submitted proposals for ITB #CCPS-FS-02-2018, and nine (9) vendors submitted proposals for ITB #CCPS-FS-03-2018 (see attached).

The identified funding source for this purchase contract is through the Calvert County Public Schools Child Nutrition program.

RECOMMENDATION:

Award the projected total in the amount of \$69,530.50 for the purchase of cafeteria disposable supplies as follows:

Item Description	Projected Annual Usage	Low Responsive Vendor	Low Responsive Bid Price	Projected Award Amount
Garbage Can Liners, 55 gallon	400 CS	UniPak Corporation	\$13.88/CS	\$5,552.00
Straws, wrapped 5-3/4"	50 CS	Riverside Paper Supply	\$23.10/CS	\$1,155.00
Spoons, Plastic 6"	200 CS	Riverside Paper Supply	\$4.99/CS	\$998.00
Forks, Plastic 6"	200 CS	Riverside Paper Supply	\$4.99/CS	\$998.00
Paper Food Tray, 4 oz	200 CS	Riverside Paper Supply	\$9.49/CS	\$1,898.00
Paper Food Tray, 8 oz	75 CS	Riverside Paper Supply	\$12.16/CS	\$912.00
Paper Food Tray, 16 oz	25 CS	Riverside Paper Supply	\$13.82/CS	\$345.50
Plates, Styrofoam	250 CS	S. Freedman & Sons, Inc.	\$11.12/CS	\$2,780.00
Bags, Sandwich Waxed	50 CS	S. Freedman & Sons, Inc.	\$68.20/CS	\$3,410.00
Napkins, Dispenser	100 CS	Riverside Paper Supply	\$20.75/CS	\$2,075.00
Translucent Plastic Souffle Cups w/ lids, 2 oz	25 CS	S. Freedman & Sons, Inc.	\$32.00/CS	\$800.00
Squat Cups, 12 oz	50 CS	Riverside Paper Supply	\$21.60/CS	\$1,080.00
Small Container Sandwich Wedge	200 CS	Riverside Paper Supply	\$31.22/CS	\$6,244.00
School Lunch Tray	1,000 CS	Riverside Paper Supply	\$16.05/CS	\$16,050.00
Tray, Offer vs Serve 6 oz	375 CS	Riverside Paper Supply	\$33.82/CS	\$12,682.50
Container, Utility Shallow	50 CS	Riverside Paper Supply	\$56.91/CS	\$2,845.50
Gloves, Small	50 CS	Interboro	\$26.90/CS	\$1,345.00
Gloves, Medium	125 CS	Interboro	\$26.90/CS	\$3,362.50
Gloves, Large	100 CS	Interboro	\$26.90/CS	\$2,690.00
Food Pails	25 CS	Riverside Paper Supply	\$30.95/CS	\$773.75
Squat Cup, 12/14 oz	25 CS	Acme Paper & Supply Co.	\$38.90/CS	\$972.50

Squat Cup Lid, 12/14 oz	25 CS	FPC Distribution	\$18.50/CS	\$462.50
Straw, wrapped 7.75" jumbo	5 CS	Riverside Paper Supply	\$19.75/CS	\$98.75

SUPERINTENDENT'S RECOMMENDATION:

Recommend approval.

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Spreadsheet for: CNP - Cafeteria Disposable Supplies ITB #CCPS-FS-02-2018 Bid Opening Date: April 25, 2017, 12:30 pm Board Room			Viking Janitor Supplies	Leonard Paper Company	Base Plastics	Veritiv Operating Company	UniPak Corporation	Central Poly Corporation	All American Poly	Interboro Packaging Corporation	Calico Industrial Supply	WasteZero, Inc.	Contract Paper Group
Item #	Description	UOM	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission
Attch 1	Bid Submission Form	N/A	x	unsigned	x	x	x	x	x	x	x	x	x
Attch 2	Business Relationship Affidavit	N/A	x	x	x	x	x	x	x	x	x	x	x
Attch 3	Proposal Form	N/A	x	x	x	x	x	x	x	x	x	x	x
Attch 4	References	N/A	x	x	x	x	x	x	x	x	x	x	x
Attch 5	Subcontractors	N/A	x	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Attch 6	CCPS Rider Clause	N/A	x	x	x	x	x	x	x	x	x	x	N/A
Bid 1	Garbage Can Liners, 55 Gallon, Heavy Duty	CS	16.95 (Sample)	19.10 (No Sample)	20.90 (Sample)	17.37 (No Sample)	13.88 (Sample)	15.80 (Sample A) 17.20 (Sample B)	14.50 (Sample)	13.64 (Sample) Did not meet specs	14.52 (Sample)	21.45 (Clear) 19.78 (Black) (No Sample)	38.60 (No Sample)

Spreadsheet for: CNP - Cafeteria Disposable Supplies ITB #CCPS-FS-03-2018 Bid Opening Date: May 25, 2017, 1:00 pm Board Room			Acme	Interboro	Unipak	Central Poly	American Pride Paper & Plastic**	Dash Medical Gloves	Daxwell	FPC Distribution	S. Freedman & Sons, Inc.	Riverside
Item #	Description	UOM	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission	Bid Submission
Attch 1	Bid Submission Form	N/A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attch 2	Business Relationship Affidavit	N/A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attch 3	Proposal Form	N/A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attch 4	References	N/A	✓	✓	✓	✓	Not Included	✓	✓	✓	✓	✓
Attch 5	Subcontractors	N/A	N/A	N/A	N/A	N/A	Not Included	N/A	N/A	N/A	N/A	N/A
Attch 6	CCPS Rider Clause	N/A	Not Included	✓	✓	✓	✓	✓	✓	✓	✓	✓
Item 1	Straws, wrapped 5-3/4"	CS (12,000)	27.00				22.79			23.10	27.14	23.10
Item 2	Spoons, Plastic 6"	CS (1,000)	5.50			7.94	4.49			5.00	5.70	4.99
Item 3	Forks, Plastic 6"	CS (1,000)	5.50			7.94	4.49			5.00	5.70	4.99
Item 4	Paper Food Tray, 4 oz	CS (1,000)	11.80							11.13	11.48	9.49
Item 5	Paper Food Tray, 8 oz	CS (1,000)	14.10							13.42	12.99	12.16
Item 6	Paper Food Tray, 16 oz	CS (1,000)	18.00							15.44	15.00	13.82
Item 7	Plates, Styrofoam	CS (500)	14.25							13.04	11.12	12.99
Item 8	Bags, Sandwich Waxed	CS (6,000)	32.50*							23.10*	68.20	
Item 9	Napkins, Dispenser	CS (10,000)	28.00							23.92	26.98	20.75
Item 10	Translucent Plastic Souffle Cups w/ lids, 2 oz	CS (2,500)	33.50				35.73			38.06	32.00	39.40
Item 11	Squat Cups, 12 oz	CS (500)	29.00									21.60
Item 12	Small Container Sandwich Wedge	CS (500)								32.49	32.17	31.22
Item 13	School Lunch Tray	CS (500)								16.90	17.42	16.05
Item 14	School Lunch Tray, Compostable***	CS (500)	38.50							44.10	34.25	36.98
Item 15	Tray, Offer vs Serve 6 oz	CS (2,000)								34.92	34.25	33.82
Item 16	Container, Utility Shallow	CS (250)								59.20	57.50	56.91
Item 17	Invisi-Bowl, 8 oz***	CS (500)	38.00							40.76	39.59	39.05
Item 18	Gloves, Small	CS (1,000)	36.00	26.90	33.90	43.25	26.49	36.20	36.66	33.60		37.00
Item 19	Gloves, Medium	CS (1,000)	36.00	26.90	33.90	43.25	26.49	36.20	36.66	33.60		37.00
Item 20	Gloves, Large	CS (1,000)	36.00	26.90	33.90	43.25	26.49	36.20	36.66	33.60		37.00
Item 21	Microwave Safe Base & Lid***	CS (300)								54.23		
Item 22	Food Pails	CS (450)								35.87	34.50	30.95
Item 23	Squat Cup, 12/14 oz	CS (600)	38.90				37.11			47.01	49.00	42.95
Item 24	Squat Cup Lid, 12/14 oz	CS (1,000)	21.50				15.99			18.50	24.50	19.75
Item 25	Straw, wrapped 7.75" jumbo	CS (12,000)	37.50				15.83			44.70	31.50	19.75
*2000/CS												
**Non-responsive: no references provided												
*** No award recommended												