



MEMORANDUM

Business & Finance Services

William V. Husfelt III, Superintendent - James Loyed, Chief Financial Officer

TO: Superintendent William Husfelt; James Loyed, Chief Financial Officer; and School Board Members

FROM: Dan Fuller, General Manager of Purchasing, Contracting & Materials Management

DATE: May 12, 2020

RE: EMERGENCY Purchasing and Contracting Recommendations

1. **COVID-19 Emergency Planning Hand-Sanitizer**. This is a request to issue an emergency purchase order to TEK Distributors to provide foaming hand-sanitizer and dispensers to every school and facility prior to August 11, 2020. Pricing between first and second ranked vendors is negligible (table below) but the gain will be in labor-hours to replenish dispensers. This project was initiated by the Superintendent and Purchasing has requested quotes from all available vendors. Total cost is \$405,600.00. Funding provided in Pandemic Supplies Fund 110.7900.510.9100.3050.

	TEK DIST	SUPREME PAPER	ECO LAB	WECSYS LLC
Responsive RFQ	Y	Y	Y	Y
Pricing Source	Open market	Open Market	Open market	GSA
Manufacturer	Buckeye	Betco	Eco Lab	Ruibbermaid
Foaming	Y	Y	Y	Y
% of Alcohol	65	70	62	67
Package size	1200 MIL	1000 MIL	1200MIL	1100ML
Case lot	6	6	4	4
Summary				
Cost Per Case	\$78.00	\$65.78	\$73.80	\$60.40
Dispencers-Cost	N/C	N/C	N/C	\$12.12
Per Unit- Sub Total	\$78.00	\$65.78	\$73.80	\$72.52
Total cases	5200	5200	5200	5200
Total Cost	\$405,600.00	\$342,056.00	\$383,760.00	\$377,104.00
Difference in Total Costs	\$63,544.00		\$41,704.00	\$35,048.00
Ranking	1	2	3	4
Lead Time -Approx in Weeks	8	8	16-20	20+
Additional Details				
Dispencer Install Included	Y	Y	Will Assist	N
Total MILs	37,440,000	31,200,000	24,960,000	22,880,000
MIL per case	7200	6000	4800	4400
Fixed Price 2 Years	N	Y	N	N
Price per case	\$78.00	\$65.78	\$73.80	\$72.52
Price per MIL	\$0.0108	\$0.0110	\$0.0154	\$0.0165
Difference		(\$0.00013)	(\$0.00454)	(\$0.00565)
Delivery Schedule	June 29 - ish	June 12 - partial June 29 - partial July 13 - complete		