



Washoe County School District

Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521
Phone (775) 850-8025 • Fax (775) 857-3175

08/01/2023

TO:

Agathos Laboratories, Inc.
American Solutions for Business
Brady IFS
Ferguson Enterprises LLC
ODP Business Solutions, LLC
Office Plus of Nevada
Pacific Star Corporation
Plastic Express Inc.
Staples Contract & Commercial LLC
Tahoe Supply Co.

RE: Request for Bid ~ Recommendation of Award (ROA)

For the Request for Bid for Hand Soap and Hand Soap Dispensers, RFB #135-B-03-23-GS, Washoe County School District's (WCSD) Purchasing Department is recommending award for an initial eighteen (18) month term beginning 08/09/23 and expiring on 02/10/25 to:

TAHOE SUPPLY CO.

A copy of the ROA Tabulation is attached for reference and is also available online at: <https://solicitations.washoeschools.net/purchasing/Default?ProjectID=4555>

Pursuant to Nevada Revised Statute (NRS), Chapter 332.068, this memo serves as formal notification that the formal appeal period has commenced and will close on 08/08/23 at 4:30 pm (local time). Submitting appellants are advised to refer to NRS 332.068 and the RFB solicitation document available online at: <https://solicitations.washoeschools.net/purchasing/Default?ProjectID=4555> for more instructions on filing a notice of appeal.

The anticipated award of this solicitation is 08/09/23 with the posting and distribution of the official Notice of Award following shortly thereafter.

Please submit any inquiries or questions regarding this ROA memo in writing to: solicitations@washoeschools.net.

Thank you for your interest in doing business with WCSD.

WCSD Purchasing Department

WASHOE COUNTY SCHOOL DISTRICT
Reno, Nevada
CFO STAFF REPORT

TITLE: APPROVAL OF AWARD OF REQUEST FOR BID FOR HAND SOAP & HAND SOAP DISPENSERS, #135-B-03-23-GS TO TAHOE SUPPLY CO. IN THE ESTIMATED AMOUNT OF \$89,125.00 FOR AN INITIAL TERM OF EIGHTEEN (18) MONTHS BEGINNING AUGUST 9, 2023, AND ENDING FEBRUARY 8, 2025 WITH THREE (3) 1-YEAR OPTIONAL RENEWALS

TO: Mark Mathers, Chief Financial Officer

FROM: Andrea J. Sullivan, Director of Procurement & Contracts

DATE REPORT WRITTEN: July 21, 2023

SUMMARY: The Request for Bid (RFB) for Hand Soap & Hand Soap Dispensers, RFB #135-B-03-23-GS was opened on July 10, 2023 and eleven (11) bids were received. The bids were carefully reviewed taking into consideration Washoe County School District's (District) requirements, bidders' stipulations, delivery, and terms. The recommendation determined to be in the best interest of the District is to award this RFB to Tahoe Supply Co. in the estimated amount of \$89,125.00 as outlined in the Recommendation of Award - ROA Tabulation (see Attachment A of the CFO Staff Report).

FINANCIAL: Total estimated dollars recommended for award is \$89,125.00. Funding for this contract will be coming from the General Fund budget.

BACKGROUND INFORMATION: The RFB for Hand Soap & Hand Soap Dispensers was issued to supply hand soap and soap dispensers for District-Wide use. An email was sent to those suppliers who have registered with the District's Purchasing Department to receive bids for this commodity. As required by law, the RFB was advertised in the Reno Gazette Journal on June 7, 2023. It was also posted nationally on DemandStar and on the District's Purchasing Department's website.

ATTACHMENTS: Attachment A – RFB #135-B-03-23-GS Recommendation of Award-ROA Tabulation

WASHOE COUNTY SCHOOL DISTRICT								
HAND SOAP AND HAND SOAP DISPENSERS								
SOLICITATION #135-B-03-23-GS								
RECOMMENDATION OF AWARD - ROA TABULATION								
ITEM EVALUATION KEY:								
R.A.B. REJECT ALL BIDS	D.M.O. DECLINED MINIMUM ORDER							
I.S. INSUFFICIENT SPECS	NO SPEC. NO SPECIFICATIONS							
N.C. NO CHARGE	NO SUB. NO SUBSTITUTIONS ALLOWED							
S.R.L. SAMPLE RECEIVED LATE	S.R. SAMPLE REJECTED							
N.L.A. NO LONGER AVAILABLE	N.S.R. NO SAMPLE RECEIVED							
N.A.S. NOT AS SPECIFIED								
R.B. REJECT BID								
N.B. NO BID	* RECOMMENDED FOR AWARD							
N.C. NO CHARGE	** TIED / CHOSEN BY LOTTERY							
BUYER HAS REVIEWED AND APPROVED: Anthony J Eleen <small>Digitally signed by Anthony J Eleen Date: 2023.08.01 11:17:45 -07'00'</small> DATE: 08/01/2023								
SURETY REQUIRED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO								
APPEAL WINDOW CLOSING AT 4:30 PM (LOCAL TIME) ON: 08/08/2023								
BASIS OF AWARD: PER SECTION 28.1 OF RFB #135-B-03-23-GS, IT IS THE INTENT OF WCSD TO AWARD THIS SOLICITATION (CONTRACT) ON A LINE-BY-LINE BASIS TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER WHOSE SUBMISSION(S) MEETS ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THIS SOLICITATION.								
SUMMARY OF RESULTS AND TOTAL COST REPORT								
VENDOR NAME	LOW BID BY ITEM NUMBER(S)							LOW ITEM BID TOTAL
Agathos Laboratories, Inc.								\$ -
American Solutions for Business								\$ -
BradyIFS								\$ -
Ferguson Enterprises LLC								\$ -
Inland Supply Co.								\$ -
ODP Business Solutions, LLC								\$ -
Office Plus of Nevada								\$ -
Pacific Star Corporation								\$ -
Plastic Express Inc.								\$ -
Staples Contract & Commercial LLC								\$ -
Tahoe Supply Co.	1 & 2							\$ 89,125.00
ESTIMATED TOTAL CONTRACT VALUE =								\$ 89,125.00
ITEM #1: Hand Soap (Purchased Separate from Dispensers), 1250ml Mild, Foam, Fragrance Free, #5174-04 Purell Healthy Soap (Must be Compliant with Item #2). *Pricing for soap cannot be tied to pricing for dispensers.								
NO SUBSTITUTES								
WCSD WHS INVENTORY #271/1820								
VENDOR NAME	MANUFACTURER NAME / BRAND / PART #	MIN. ORDER QTY (CASES)	ESTIMATED QTY.	REFILLS PER CASE	COST PER CASE	COST PER EACH REFILL	EXT. PRICE	ITEM EVALUATION KEY
Agathos Laboratories, Inc.	GOJO Purell item #5174-04	50	12500	4	\$ 72.13	\$ 18.03	\$ 225,406.25	
American Solutions for Business	Purell 5174-04 (American Solutions for Business #5174-02)	100	12500	4	\$ 31.85	\$ 7.97	\$ 99,625.00	
BradyIFS	GoJo Purell #5174-04	N/A	12500	4	\$ 29.40	\$ 7.35	\$ 91,875.00	
Ferguson Enterprises LLC	GoJo 5174-04 (Ferguson #G517404)	250	12500	4	\$ 32.76	\$ 8.19	\$ 102,375.00	
Inland Supply Co.	GoJo Purell 5174-04 (Inland Supply #SP*517404)	1	12500	4	\$ 29.96	\$ 7.49	\$ 93,625.00	
ODP Business Solutions, LLC	GOJO 5174-04 (ODP #5200770)	N/A	12500	4	\$ 34.41	\$ 8.60	\$ 107,500.00	
Office Plus of Nevada	Purell 5174-04 (Office Plus #GOJ517404)	1	12500	4	\$ 36.29	\$ 9.07	\$ 113,375.00	
Pacific Star Corporation	Gojo 5174-04	10	12500	4	\$ 63.92	\$ 15.98	\$ 199,750.00	
Plastic Express Inc.	GO-JO/#GOJ517804CT/#5174-04	400	12500	4	\$ 54.84	\$ 13.71	\$ 171,375.00	
Staples Contract & Commercial LLC	Purell 5174-04 (Staples #24461711)	1	12500	4/CS	\$ 41.79	\$ 10.45	\$ 130,593.75	R.B.
Tahoe Supply Co.	PURELL 5174-04 (Tahoe Supply #SOP-G5174)	1	12500	4	\$ 28.53	\$ 7.13	\$ 89,125.00	*

ITEM #2: Dispenser for Purell Healthy Soap, Graphite Gray, Push-Style, Purell CS4 #5134-01 (Must be Compliant with Item #1). *Pricing for dispensers cannot be tied to pricing for soap.
NO SUBSTITUTES

WCSD WHS INVENTORY #271/2205

VENDOR NAME	MANUFACTURER NAME / BRAND / PART #	MIN. ORDER QTY (CASES)	ESTIMATED QTY.	DISPENSERS PER CASE	COST PER CASE	COST PER DISPENSER	EXT. PRICE	ITEM EVALUATION KEY
Agathos Laboratories, Inc.	GOJO Purell item #5134-01	20	400	1	\$ 1.00	\$ 1.00	\$ 400.00	
American Solutions for Business	Purell 5134-01 (American Solutions for Business #4134-01)	1	400	1	No Charge	No Charge	\$ -	
BradyIFS	GoJo #5134-01 (BradyIFS #51434-01)		400	1	\$ -	\$ -	\$ -	
Ferguson Enterprises LLC	GoJo #5134-01 (Ferguson #G513401)	0	400	1	No Charge if Awarded Both Items	No Charge if Awarded Both Items	\$ -	
Inland Supply Co.	GoJo Purell 5134-01 (Inland Supply #SP*513401)	1	400	1	\$ -	\$ -	\$ -	
ODP Business Solutions , LLC	(ODP #6133652) *No Charge if Awarded Re-fill business		400	1	\$ 6.00	\$ 6.00	\$ 2,400.00	
Office Plus of Nevada	Purell 5134-01 (Office Plus #GQJ513401)	1	400	1	Included	Included	\$ -	
Pacific Star Corporation	Gojo 5134-01	10	400	1	\$ 12.00	\$ 12.00	\$ 4,800.00	
Plastic Express Inc.	Purell /#CS4 /#5134-01	85	400	1	\$ 9.99	\$ 9.99	\$ 3,996.00	
Staples Contract & Commercial LLC	Purell 5134-01 (Staples #24462246)	7 (If ordered alone)	400	1	\$ 5.25	\$ 5.25	\$ 2,100.00	R.B.
Tahoe Supply Co.	PURELL 5134-01 (Tahoe Supply #DIS-G5134)	1	400	1	No Charge	No Charge	\$ -	*