

Financial Affairs
Richard H. Hinds, Chief Financial Officer

SUBJECT: AWARD BID #264-ZZ05 – TWO-PIECE FILE STORAGE BOX (REBID)

The purpose of this bid, opened on July 27, 2000, is to establish a contract, to purchase at a firm unit price, quantities, as may be required, of two-piece file storage boxes, for Records and Forms Management. This is a term bid which states that the Board may purchase quantities, as may be required, at the unit price bid, but is not obligated to purchase any guaranteed amount. Of 30 vendors sent bid forms or card notices of this advertised bid, 4 responded, with 2 bids meeting specifications and 2 no bids.

Records and Forms Management has requested that the award amount be increased by \$4,905, to cover the increased demand for records storage boxes, due to the unplanned requirement for temporary records storage for various schools. This amount exceeds the authorization for awarding term bids and requesting supplemental awards approved by the Board at its meeting of January 22, 1997. At that meeting, the Board authorized the Superintendent to, for bidding purposes, increase term bid quantities by 10%, per estimated bid item, to cover unanticipated increases in requirements, at the time the bid is issued. The recommendation reflects a waiver of this requirement.

Fund Source
0100 – General

M/WBE Eligibility
None

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **AWARD Bid #264-ZZ05 – TWO-PIECE FILE STORAGE BOX (REBID)**, to purchase, at a firm unit price, quantities, as may be required, of two-piece file storage boxes, for Records and Forms Management, during the term of the bid, effective September 13, 2000, through September 12, 2001, as follows:

1. AVON CORRUGATED COMPANY
121 N.E. 179 STREET
MIAMI, FL 33162-1016 ESTIMATE \$18,530
OWNER: SELWYN CAIN, PRESIDENT

Low Unit Price: Item 1 – Two-piece file storage box @ \$1.09 each.

2. Grant an exception to the requirement for awarding term bids and requesting supplemental awards approved by the Board on January 22, 1997.
3. Authorize the Bureau of Procurement and Materials Management to purchase up to the total estimated amount of \$18,530. The award shall be made subject to the resolution of bid protests, if any.

RHH/lja