

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

DECISION ON THE AWARD OF PAPER TOWELS AND TISSUE CONTRACT

May 24, 2010

Background Information:

The Purchasing Department on behalf of the Facilities Department is requesting a decision by the Board to award a five year contract effective July 1, 2010 with the option to renew for one additional two-year period to the Fitch Company, 2210 Russell Street, Baltimore Maryland 21230 for the school districts requirements for paper towels and toilet tissue. The annual spend on this contract is estimated to exceed \$100,000.

Discussion:

This is a just- in-time contract that requires the contractor to deliver to schools and offices within seventy-two hours of notification. Under the terms of the contract, the contractor must provide free of charge the dispensers and HCPS is obligated to purchase product. Only one proposal was received. Fitch is the current incumbent contractor. A comparison of new pricing to existing pricing is as follows:

Description	Current Price	New Price
Natural Roll Towel 8", 800 feet per roll, 6 per case, 4800 feet \$31.52/Case	\$30.73/Case	
Natural White Roll Towel 8", 800 feet, 6 per case, 4800 feet \$34.98/Case	\$33.74/Case	
Tissue, 1232 sheets per roll	\$37.83/Case	\$38.24/Case

Prices are firm for 12 months. All products and dispensers are recycled and Green Seal certified. Dispensers are ADA compliant. Fitch is a certified minority business (MDOT # 99-204).

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education approve a contract for paper towels and tissues to the Fitch Co.