

BID 18M9
UNIT PRICE CONTRACT FOR REPAIR SERVICES FOR CUSTODIAL EQUIPMENT

FACT SHEET

A. **Overview:** This recommendation is to establish a contract for the servicing and maintenance of various makes and models for building maintenance custodial equipment. Bids were opened on February 6, 2018.

1. **Bid participation:**

- 7 bids downloaded
- 2 companies submitted a bid

2. **Bids were received from:**

S&E Paper, Inc. dba: National Supply Company (Beltsville, MD)
Weiss Bros. (Hagerstown, MD)

3. **Other facts:**

- The initial contract term will be effective from the date of award through February 28, 2020, with one two-year renewal option available.
- Approximately \$28,118 was expended for custodial repairs in FY17.
- This contract will be administered by John Carnahan, Custodial Services Manager.

4. **Source of funding:** FY18 Approved Operating Budget and contingent upon Board approval of FY19, FY20 Operating Budgets.

B. **Recommendation:** Staff recommends the contract for Bid 18M9, Unit Price Contract for Repair Services for Custodial Equipment, be awarded to Weiss Bros. (Hagerstown, MD), per the attached bid tabulation.

C. **Action taken by the Board (Purchasing use only):**

____ Approved	____ Denied	____ Deferred	____ Other	BL/kl
____ Date	____ Date	____ Date	____ Date	BOE Mtg.: 02.28.18

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SCORING SUMMARY

VENDOR	TECHNICAL SCORE 70 POINTS MAX	COST SCORE 30 POINTS MAX	TOTAL SCORE
Weiss Bros.	64	27	91
S&E Paper Company dba: National Supply	32	30	62

TECHNICAL -- 70 points assigned as follows:

Business Organization
Technician Experience and Training
Types of Repair Services Provided
Customer Service
Financial Strength
Ability to Comply with Specific Requirements
References
Value Added Services

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BID TABULATION

CATEGORY	DESCRIPTION	S&E PAPER, INC dba: NATIONAL SUPPLY COMPANY	WEISS BROS.
I. LABOR RATES:			
Per Hour for Repairs to Small or Medium Sized Equipment	At School/Department Site	\$34.50	\$62.00
	At Vendor's Facility	\$34.50	\$62.00
Per Hour for Repairs to Large Sized Equipment	At School/Department Site	\$39.50	\$62.00
	At Vendor's Facility	\$39.50	\$62.00
II. PROPANE REPAIRS			
Flat Fee for Planned Maintenance of One Propane Burnisher for One Hour	At School/Department Site	Flat Fee \$175.00	\$140.00
Per Hour for Propane Burnisher Repairs	At School/Department Site	\$57.00	\$62.00
	At Vendor's Facility	\$57.00	\$62.00
III. TRAVEL CHARGES	Fee for Pick Up & Redelivery of Equipment or On-Site Repair/Maintenance to Any Location	-	-
	Flat Fee Charge per Single Round Trip for Pick Up and Redelivery/Maintenance to a Single Location	-	-
	Flat Fee Charge per Round Trip to Frederick County for Pick Up, Repair, Return, etc. including all sites visited per Trip	-	-
IV. TURNAROUND TIME	Average Turnaround Time for Repairs with Instock Parts	3 Days	1-7 Days
	Average Turnaround time for Repairs with Out of Stock Parts	3 Days	10 Days