

# BOARD AGENDA ITEM

**TO:** Dr. Michelle Hubbard, Superintendent

**FROM:** Tyler Clubb, Director of Facilities

**SUBJECT:** BOE Agenda Item – December 12, 2022  
Authorization to Purchase Toilet Tissue from Q4 Industries

**DATE:** November 29, 2022

## Overview

Staff recommend purchasing toilet tissue from vendor Q4 Industries at an estimated annual amount of \$77,895, which includes a 5% contingency for unforeseen circumstances.

The District orders approximately 1,400 cases (134,400 rolls) of toilet tissue each year. In October 2022, the District publicly issued an Invitation to Bid (“ITB”) for its toilet tissue and received bids from eleven (11) vendors. The ITB listed the District’s desired specifications for the toilet tissue, including the desire for white, non-recycled paper tissue, or equivalent specifications.

The District reviewed the submitted bids and then asked the vendors that provided the lowest bids for recycled and non-recycled toilet tissue product (Vertiv and Q4 Industries, respectively) to submit product samples for the District’s evaluation. The District found the non-recycled product from Q4 Industries to be a more durable product.

Vendor	Paper/Tissue Information	Roll Size	Cost Per Case	Total Cost for 1,400 Cases
Aasdel Corporation	White/Recycled	4.4"x3.5"	\$60.00	\$84,000.00
Central Poly-Bag Corporation	White/Recycled	4.4"x3.5"	\$60.00	\$84,000.00
Clayton Paper	White/Recycled	4.5"x4.5"	\$54.39	\$76,146.00
Continental & Global Services	White/Recycled	4.5"x4.5"	\$90.67	\$126,940.32
D2 Distributors	White/Non-Recycled	4.33"X3.5"	\$54.50	\$76,300.00
Healthy School Supply	White/Recycled	4.06" X 3.66"	\$85.29	\$119,406.00
Mina Holding	"boardwalk" (recycled or non-recycled product not clearly identified in bid response)	3"x4"	\$53.94	\$75,516.00
Nu-Life Laboratories (Option A)	White/Recycled	4.5"x3.5"	\$48.49	\$67,886.00
Nu-Life Laboratories (Option B)	White/Recycled	4.5"x3.5"	\$45.89	\$64,246.00
PATIFCO Corporation	White/Recycled	4.5" x 4.3"	\$45.98	\$64,372.00

Q4 Industries	White/Non-Recycled	4.3"x3.5"	\$52.99	\$74,186.00
Vertiv (Option A) Reliable Brand V00355	White/ Recycled	4.2"x3.75"	\$55.91	\$78,274.00
Vertiv (Option B) Tork TM1616S	White/Recycled	4"x3.75"	\$42.90	\$60,060.00

Founded in 2003 and based in Lenexa, Kansas, Q4 Industries provides janitorial supplies to clients throughout the Kansas City, Missouri metropolitan area.

Initial orders will be made in the District's current fiscal year (July 1, 2022 through June 30, 2023) and quoted pricing shall remain firm during this period. The District shall have the right to renew annual service with Q4 Industries for up to four (4) renewals of annual service under the following conditions:

- Any annual price increases shall not exceed the annual Consumer Price Index rate as of June of the preceding fiscal year;
- Services and products remain satisfactory;
- Both parties agree to the renewal in writing (email, acceptance of purchase order, etc.)

This item is budgeted to be paid with general operating funds.