

FARGO BOARD OF EDUCATION MEMO #125 – 2023-24

May 28, 2024

RE: Award of Bid – Custodial Equipment and Cleaning Supplies

FROM: James Hand, Director of Facilities
Jackie Gapp, Business Manager
Dr. Rupak Gandhi, Superintendent

BOARD FOCUS: Action Required

Sealed bids were received on May 16, 2024, for the purchase of custodial equipment and cleaning supplies with fixed pricing for the Custodial Department, with the option to renew the agreement for up to four (4) additional one (1) year periods by mutual agreement of the parties. Three bids were received for this project.

Vendor	Cleaning Equipment Bid	Microfiber Supplies Bid	Total Bid
Hillyard	\$141,273.08	\$69,214.24	\$210,487.32
Stein's Inc.	Incomplete	Incomplete	Incomplete
Brenco Corp	\$145,980.00	Incomplete	Incomplete

Following administrative review, it is recommended that the low bidder, Hillyard, be awarded the bid for the equipment and supplies, as specified.

RECOMMENDATION: Accept the low bid from Hillyard, at a cost of \$210,487.32, for the custodial equipment and cleaning supplies as indicated and issue a purchase order accordingly.