

**Agenda Item**  
**Ware County Board of Commissioners**  
**December 9, 2013**

**Subject:** ----- Janitorial Supplies Bid-FY 2014

**Funds Required:** ----- \$

**Funding Source:** ----- General Fund

**Budgeted Item:** ----- Yes

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**Administrative Comments:** A bid opening was held November 25, 2013 for the purchase of Janitorial Supplies and Paper Products. Four (4) bid invitations were extended and three (3) bids were received. Building Maintenance Staff recommends awarding the Janitorial Supply and Paper Products bid to Jan Pak for the remainder of FY 2014 with the option to renew for two (2) additional one (1) year terms. Recommendation letter is attached.

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**Action Needed by Board:** Award the Janitorial Supply and Paper Products bid to Jan Pak for FY 2014 with the option to renew for two (2) additional years.

**Action by Board:** Approved

**Date:** 12-9-13

**County Manager Signature:** Dan Gibson



Opportunity in every direction.

**WARE COUNTY FACILITIES COORDINATOR**

800 Church Street, Suite 218, Waycross, GA 31501

Phone: (912) 287-4480 Cellular: (912) 281-0215

Fax: (912) 287-4482 Email: [clarke@warecounty.com](mailto:clarke@warecounty.com)

Thursday, November 28, 2013

RE: Janitorial Bid

Mrs. Hope,

I have reviewed the bid tabulation and documents that you sent me.

We recommend that we award the janitorial supplies contract to low bidder Jan Pak of Jacksonville Florida.

We note also that we have reserved the right, in the contract documents, to make purchases from our local vendor Yarboroughs who is the next to lowest bidder on the items they are lower on.

Sincerely,

Clarke Lee, 11-28-2103

**Tabulation of Bids**

County of Ware

Waycross, Georgia 31501

Sealed Bids:

Janitorial Supplies

Date of Opening:

November 25, 2013

Department:

Ware BOC

Invitations Extended: 4 Invitations Received: 3

Item	DESCRIPTION	JanPak Jacksonville, FL	Staples Jacksonville, FL	Sun Coast Paper Brunswick, GA	Yarborough's Office Products Waycross, GA
	Product Pricing	\$618.25	NO BID	NO BID	\$713.15
	Percentage Discount-Non Contract	20%			0%
	Estimated Shipping Time	Wed/Fri			Next Day
	Exceptions (Yes or No)	No			No
COMMENTS:					
Prepared By: Elizabeth Hope					
Awarded By:					

**Tabulation of Bids**  
**County of Ware**  
 Waycross, Georgia 31501

**Sealed Bids:** Janitorial Supplies  
**Date of Opening:** November 25, 2013  
**Department:** Ware BOC

**Invitations Extended: 4 Invitations Received: 3**

	Central Poly Linden, NJ	GA Correctional Industries Decatur, GA	
<b>Item</b>			
	NO BID	Bid on Bleach Only	

**COMMENTS:**  
 Prepared By: Elizabeth Hope  
 Awarded By: