



**Board Proposal Tabulation
RFP 19-05 Custodial Supplies**

Authorized: February 18, 2019

Advertised: April 18, 2019 & April 25, 2019

Proposals Received: May 22, 2019

Scoring Criteria: Catalog (15%), Pricing (35%), Order and Delivery Process (20%), Customer Support Plan (20%), and Organization and References (10%)

Evaluation Team: Debbie Buchanan, Warehouse Manager
Sommer Purvis, Administrator of CNP
Christina Coats, Asst CNP Supervisor
Ashley Aime, Accountant
Denee Aydell, Accountant
Charlene Lilly, Federal Programs Coordinator
Suzanne McDaniel, Federal Programs Secretary

Submissions – Score (Total Possible of 500):

Economical Janitorial & Paper Supplies, LLC - 376

Home Depot Pro - 351

Office Depot - 312

Recommendation

Based upon the evaluation criteria set forth in RFP 19-05 Custodial Supplies, staff recommends contract award to Economical Janitorial & Paper Supplies, LLC as the offerer whose proposal is the most advantageous to Livingston Parish Public Schools. Term of contract is 2 years, with an option to be extended for an additional three years upon mutual agreement. The extension period will be awarded in one year increments. Contract effective date is July 1, 2019.

Maria Bernard
Purchasing Agent