



Joint School District No.2

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SUPERINTENDENT
Dr. Linda Clark

MEMORANDUM

DATE: June 6, 2006

TO: Dr. Linda Clark, Superintendent
Board of Trustees

FROM: Dennis Talbot, Purchasing Agent

RE: PROPOSALS: Chemical Dispensing System

On April 7, 2006 proposals were received for equipment, products, and training to equip the schools with automatic chemical dispensing systems. A notice was posted and advertised according to state statutes and district policy. Requests for Proposals were distributed to eleven (11) vendors and six (6) proposals were received.

A committee composed of five (5) district personnel from various departments evaluated and ranked each proposal based on pre-determined criteria. Finalists were then evaluated by the Custodial Supervisors.

Gem State Paper offered to supply equipment, training, and supplies for a projected cost of \$14,516.00 (based on projected cost of diluted, ready to use cleaning chemicals) replacing a group of chemicals which cost the district \$16,284.00 in the last complete fiscal year.

Under the proposed system, four basic multi-use chemicals will be delivered to the school locations in a concentrated form and will be automatically mixed at proper dilution ratios for end use. This system will eliminate warehousing and transport of chemicals by district staff and the resulting liability. It will also ensure proper mixing ratios and procedures at the school sites. This will reduce waste and increase the effectiveness of the chemicals resulting in additional savings.

We recommend acceptance of the proposal from Gem State Paper.