




Moving Forward
MEMO

Bullitt County Public Schools

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TO: Keith Davis

FROM: Mark Mitchell 

DATE: May 8, 2018

RE: Board Agenda Item – Final Renewal of Contract for Janitorial Supplies
Retailer's Supply

After consultation with Kevin Burke, president of Retailer's Supply, I am asking the Board's permission to renew the awarded portion of the Janitorial Supplies bid for the 2018-19 school year with defined, price increases.

Last year, the Board renewed the contract for the janitorial supplies, paper and plastic products and sundries to Retailer's Supply with the option to renew for one, additional year at no additional cost to the district. This year, Mr. Burke has requested price increases averaging 4% across the scope of items the district currently purchases. Typically, the district allows a 2.53% increase to cover inflationary costs. However, the district did not incur a price increase for FY 18.

After reviewing several letters from material suppliers provided by Mr. Burke, it's clear that his price increases to the district are far less than those placed on Retailer's Supply. Through mid-April, the district has spent \$71,688.33 with Retailer's Supply which covers the majority of expenses for the year. An increase of 4% will add approximately \$2,800.00 to the district's budget which equates to about \$100.00 per location. Based on this information, it's evident that Retailer's Supply has absorbed a large portion of the material increases and has the best interest of the district in mind. No additional price increases will be assessed during FY 19. This is the final renewal year of the current contract. Janitorial supplies will be rebid next spring.

I recommend the Board approve the final renewal of the awarded portion of the Janitorial Supplies bid for the 2018-19 school year with the defined, price increases.

Attachment: Renewal Letter and Pricing Structure – Retailer's Supply

Equal Education and Employment Institution


B. Burton



5/8/18

Mark, as we discussed, your business is very important to us and we would really appreciate the opportunity to renew 7/1/18. Retailers Supply has held pricing for Bullitt County Public Schools for the last 2 years but market increases across the board have forced us to pass on some of the increases. While price increases have ranged up to 12% we are only adjusting 3-5%.

- Can Liners (Trash Bags) 5%
- Paper Towels and Toilet Paper 5%
- ECO Cleaning Chemicals 3%
- All other items 3%

Sincerely,

Kevin T. Burke
President

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OK
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