

October 17, 2002

03-029

REJECT ALL BIDS - CUSTODIAL SUPPLIES

PREPARED BY

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FINANCIAL
RESPONSIBILITY:

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APPROVED BY

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REPORT

An Invitation for Bids (IFB) was issued for Custodial Supplies consisting of paper, plastic and soap products, to be delivered to various college locations on an as-needed basis, for a total contract period not to exceed three (3) years.

The IFB was advertised in the Daily Journal of Commerce on September 19, 2002 and the State of Oregon VIP system on September 18, 2002. Invitation for Bid documents were distributed to twenty-two (22) vendors, including one (1) MBE and one (1) WBE. Thirteen (13) bids were received by the due date of October 10, 2002.

It was discovered that five (5) of the required items may be available through Qualified Rehabilitation Facilities. In accordance with ORS 279.850(1), if any public agency intends to procure any product or service on the procurement list, that agency shall procure the product or service from a qualified nonprofit agency for disabled individuals provided the product or service is of the appropriate specifications and is available within the period required by the public agency.

It was later determined that the specifications for some of the other required items contained errors which makes it virtually impossible to determine the lowest responsible bidder.

By the time these problems were discovered, it was too late to issue an addendum to correct the IFB. For this reason, all of the bids should be rejected and a new IFB process initiated with a revised bid specification and bid form.

RECOMMENDATION

That the Board of Directors reject all bids submitted for Custodial Supplies. The Invitation for Bids will be revised and re-bid in the near future.

Resolutions 03-025 through 03-029 were moved for approval by Director Germond and it passed unanimously.