

Award of Personal Protective Equipment (PPE) and Related Items, RFP #23-020

The Request for Proposal (RFP) method is one of seven (7) approved purchasing methods identified by the Texas Education Code, §44.031. The District requested proposals for personal protective equipment (PPE) and related items, to provide to students, faculty, staff, and visitors, as needed.

Administration identified fourteen (14) items to purchase and store as part of School Resources Warehouse stock to be distributed as needed to campuses and departments. Items will be ordered on an “as needed” basis. The items included medical exam gloves, face masks, disinfecting wipes, hand sanitizer, etc., per Centers for Disease Control and Prevention (CDC) recommendation.

The RFP was advertised in the *El Paso Times* newspaper and on the District’s website for two (2) consecutive weeks. One hundred seven (107) vendors were sent invitations. Thirty-seven (37) vendors submitted a response to the solicitation.

The evaluation committee consisted of Ms. Jill Voytko, Coordinator for Business Services; Ms. Laura Chavando, ESSER Funding Specialist, and Mr. David Alvarado, Central Receiving Coordinator. The evaluation committee scored the responses using the e-Bid evaluation module on August 22, 2022. Item numbers 8 and 9 are not recommended for award. Upon further review, Procurement & School Resources identified errors made by the respondents, which impacted their pricing. The recommended vendors provided the lowest bid for the items.

The “Bidder’s Preference Law” did not affect the award. Budgeted Federal ESSER Funds will be used for these expenditures.

RECOMMENDATION: It is recommended by Ms. Martha Aguirre, Chief Financial Officer; Dr. Joseph Villalba, Executive Director of Procurement & School Resources; and Ms. Leticia Rivera, Assistant Director of Procurement & School Resources, that the Board approve the award of Personal Protective Equipment (PPE) and Related Items, RFP #23-020, as follows: Item numbers 1, 2, and 3 to El Paso Office Products, LLC, in the amount of \$69,000.00; Item number 4 to Spectrum Paper Company, Inc., in the amount of \$129,780.00; Item number 5 to Moore Medical LLC, in the amount of \$20,510.00; Item numbers 6 and 7 to BlackGreyGold Solutions, in the amount of \$21,600.00; Item number 10 to Malor & Company Inc., in the amount of \$8,640.00; Item number 11 to Nashville Medical & EMS Products, Inc, DBA Nashville EMS Supply, in the amount of \$14,700.00; Item numbers 12 and 14 to Hand Safety, LLC, in the amount of \$81,000.00; Item number 13 to Texas Medical Technology Inc., in the amount of \$3,640.00. The total amount of this award recommendation is \$348,870.00.

Respectfully submitted,



Dr. Joseph A. Villalba Jr.,
Executive Director of Procurement & School Resources

Attachments: Copy of Certificate of Interested Parties (Form 1295)
Copy of RFP Scope
Copy of Executive Summary