

**Proposal Evaluation Summary**  
**Janitorial Supply Program – RFP #PUR0915-052**  
**Proposals opened March 22, 2016**

**Evaluators:** Chuck Goss (Facilities Maintenance), Eric Holthaus (Sustainability), Tom Haring (Airport), Mike Lindeman (Parks & Recreation)

**Proposals received in alphabetical order:**

1	All American Poly	Piscataway, NJ
2	First Choice Distribution	Des Moines, IA
3	FlexPac	Rock Island, IL
4	Heartland Paper Co.	Cedar Falls, IA
5	Innovative Chemical Corporation	Cottage Grove, MN
6	Interboro Packaging Corp.	Montgomery, NY
7	Iowa Prison Industries	Anamosa, IA
8	JP Gasway Co.	Hiawatha, IA
9	Midwest Janitorial Service	Hiawatha, IA
10	Office Express	Cedar Rapids, IA
11	SMS Ambassadors Corp.	Toledo, OH
12	Staples Facility Solutions	Urbandale, IA

Top three proposals in alphabetical order:

**1. First Choice Distribution** Des Moines, IA

**Facts:**

1. Established janitorial supply company located in Des Moines with an order fulfillment terminal location in Cedar Rapids
2. Delivery twice per week by local staff on company owned trucks
3. Product offering includes full breadth of items needed by the City including “green” options
4. Online ordering and reporting capabilities
5. Training available for City staff
6. Competitive financial proposal

**2. FlexPac** Rock Island, IA

**Facts:**

1. Established janitorial supply company located in Indianapolis with full breadth of product, including “green” options, delivered from Rock Island, IL location
2. Delivery once per week with additional delivery arranged as needed upon request
3. Quarter packs allow for quantity controlled mixing in reusable quart size bottles, lowering cost and demand for shelf space and reducing waste
4. Online ordering and reporting capabilities
5. Certified training program consisting of 12 courses provided at no additional charge as well as video training options
6. Competitive financial proposal

### **3. Office Express**

Cedar Rapids, IA

#### **Facts:**

1. Family owned business headquartered in Cedar Rapids.
2. Next day delivery to all locations with no minimum order quantity
3. Online ordering and reporting capabilities
4. Full breadth of products available
5. Very competitive financial proposal

#### **Recommendation for Award:**

The evaluation team ranked each proposal independently and chose FlexPac as the top proposal for the following reasons:

1. Product line addresses all of the City's janitorial needs with competitive pricing
2. Weekly delivery with flexibility to provide additional deliveries as needed
3. Extensive training program
4. Focus on sustainability in both products and training
5. Anticipated savings and waste reduction using quarter pack products