

Award Recommendation Letter

Recommendation of Selection for RFP-2025-104, Janitorial, Sanitation, and Paper Supplies

Based on the evaluation of responses to Request for Proposal (“RFP”) RFP-2025-104, Janitorial, Sanitation, and Paper Supplies, it is the evaluation team’s recommendation that **Unipak Corp.**, be selected to begin contract negotiations. AFI received four proposals from the following vendors to the RFP by the deadline.

- **Central Poly-Bag Corp.**
- **MANS DISTRIBUTORS, INC**
- **SPRUSE Home Inc**
- **Unipak Corp.**
- **W.B. Mason Company**

The proposal was evaluated and scored according to the published process outlined on page 12 “Proposal Evaluation” of the RFP by the evaluation committee. The final scorecard is as follows:

Vendor Name	Total 100pts	Qualifications and Experience 20pts	Capabilities 30pts	Value Added Features 10pts	Price 40pts
W.B. Mason Company	86	18	27	7	34
Unipak Corp.	79.50	19	24	6.50	30
MANS DISTRUBUTORS, INC	78	17	25.50	7.50	28
SPRUSE Home Inc	61.50	11	16.50	6	28
Central Poly-Bag Corp.	45.50	11	16.50	0	20

Award Summary

The evaluation committee has completed its review of all vendor proposals submitted in response to RFP-2025-104, Janitorial, Sanitation, and Paper Supplies. By signing below the AFI representative approves the recommendation of the evaluation committee and authorizes appropriate staff of AFI, or its designee as directed by AFI staff, to issue a Notice of Intent to Negotiate to each awarded vendor. Upon successful negotiations, a master agreement will be finalized and signed by the awarded vendor and Alliance for Innovation.

Accepted by: Tray Riggs