



## **MEMORANDUM**

### **Williamson County Sheriff's Office *Corrections Bureau***

**TO:** Richard Elliott  
**FROM:** Toni Mace  
**DATE:** September 02, 2010  
**SUBJECT:** Hygiene Products FY 2010-2011

Attached please find the bid tabulation for the above referenced. This year we received 16 bids. Page 4 of 5 states under the heading "Bid Specifications" to "Provide a sample of each product you are bidding with your bid". Of the 16 bids, only 5 vendors did in fact submit samples along with their documentation. This section also indicates that delivery time shall be a consideration in the evaluation process. Captain Pokluda and I have reviewed the bid tabulation and further examined all of the samples.

American Amenities was the overall low bidder in the aggregate by \$0.04. However, in a prior fiscal year the county purchased toothpaste that subsequently was recalled by the F.D.A. The Williamson County jail complied with this recall and returned the product to American Amenities with the assurance that a refund would be issued. However, American Amenities failed to refund the money or provide a substitute product. As a result of this issue the county jail does not wish to do business with this vendor.

Of the vendors that did not supply samples and by removing the one vendor mentioned above, two vendors had low pricing for consideration and the decision was made to contact both of them to request samples. Several attempts were made to contact one of the vendors (Aspire Distribution) and the telephone number was incorrect. Contact was made with the second vendor (Universal Home Health) and samples were received in a timely manner. Those samples were also examined in a comparison with the others.

Based on pricing and the indication of delivery times, we have decided to award the bid as follows:

Universal Home Health

Items 1 thru 7

If you need any additional information or have any questions, please do not hesitate to contact either Captain Pokluda or myself.