



Date: May 13, 2022  
Current Meeting: May 19, 2022  
Board Meeting: May 26, 2022

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Senior Director of Facilities and Preventative Maintenance Paul Williams  
**SUBJECT:** Consideration and approval of RFP 22-02-436 Industrial Soap

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**ACTION ITEM A – 3**

**RECOMMENDATION:**

In a manner consistent with IPTC contract award standards, we ask the Board to authorize the President/CEO to enter into a three-year contract with DuBois Chemical Inc. for an amount not to exceed \$145,000.

**BACKGROUND:**

The industrial soap scope consists of the following:

- Shop floor cleaner/degreaser for steam bay bus and parts power washing
- Interior bus cleaning soap for mopping floors
- Exterior bus wash soap for drive-thru washers
- Drying agent for drive-thru bus wash

The selected vendor will be required to supply containers, and dispensers and also to provide transportation of chemicals with insurance to and from IPTC.

**DISCUSSION:**

IPTC procurement department released a solicitation for industrial soap supplier services on February 16, 2022. The solicitation was advertised properly to reach potential suppliers with emails sent out from contract specialists to suppliers of industrial cleaners. IPTC held a pre-bid meeting via the Microsoft Teams and a questions and answers session open to all prospective bidders. This solicitation received a single response from the current contract holder.

The single response was turned over to the Evaluation Committee for a full review with scoring to verify that it meets or exceeds the needs of the agency for this project. The scoring of the Evaluation Committee deemed Dubois Chemicals to be a quality vendor and was within the independent cost estimate. All scores from the Evaluation Committee were the highest available.

**ALTERNATIVES:**

Procurement believes that if the bid is withdrawn and reposted, it would yield the same results.

**FISCAL IMPACT:**

The funding for this project will come out of the Operating Budget.

**DBE/XBE DECLARATION:**

The vendor has a commitment from DBE A.G Maas for 7.9% of the total contract amount.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee on May 19, 2022.