

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #136 (2006-2007)

December 11, 2006

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: MAGNA BRAND FURNITURE

ASD Goal: *Ensure public accountability through the wise use of financial resources.*

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a two year contract to Arctic Office Products to furnish and install Magna Brand Furniture in various schools throughout the District in a total estimated amount not to exceed \$500,000 with two additional one-year options to renew.

PERTINENT FACTS:

The District will be constructing and renovating at least two schools over the next two years. It is anticipated that the District will be ordering Magna Brand Furniture for those schools as well as additional furniture for other schools and offices. Magna Brand Furniture is the predominant District standard for administrative workstations, conference tables and library shelving.

Magna work stations and library shelving are modular in design and require a planning and design process in order to develop detailed drawings and lists of individual components for each school or office. The Invitation to Bid (ITB) required bidders to include consulting and design work as well as on-site assembly and installation of the product in their bids. Because of the complex nature of the product and the intent to cover all design variations in all schools and offices, the ITB required vendors to bid on the basis of a percentage discount from the manufacturer's list prices. Consequently the recommendation for award of contract is based on the highest percentage discount offered by a responsible bidder. There is no funding required at this time as individual purchase orders will be funded by approved funds as the requirements for each school become known.

An Invitation to Bid was issued for Magna Brand Furniture on October 27, 2006. One bid was received on November 20, 2006 (Attachment A). Arctic Office Products submitted the low responsive bid, at 49% discount off of manufacturer's list prices (Attachment B).

CERTIFICATION OF FUNDS:

Funds Description:

(XX) General Funds/Capital Projects/Grant
(XXX) Various Schools/Departments
(5XXX)New/Replacement Equipment

Fund Source:

XXXXXX5XXX

CC/GV/PC/PP/sb

Attachments

Prepared by: Pat Preis, Purchasing Agent
Pamela K. Chenier, Director, Purchasing/Warehouse

Approved by: George Vakalis, Assistant Superintendent, Support Services

ANCHORAGE SCHOOL DISTRICT

ABSTRACT OF BID

Commodity or Service:	ITB2006-509 <u>Magna Brand Furniture</u>
Bids Opened:	2:00 P.M., Anchorage Time <u>November 20, 2006</u>
Budget Fund:	<u>Various</u>
Number of Invitations Sent:	<u>Four (4)</u>
Number of Responsive Bids Received:	<u>One (1)</u>
Number of Non-Responsive Bids Received:	<u>None</u>
Number of "NO BIDS" Received:	<u>Two (2)</u>
Advertised Date:	Anchorage Daily News <u>October 30 - November 1, 2006</u>
Prebid Conference Held:	<u>N/A</u>
Addenda Issued:	<u>One (1)</u>

ANCHORAGE SCHOOL DISTRICT
PURCHASING DEPARTMENT
4919 VAN BUREN STREET
ANCHORAGE, AK 99517-3188

Attachment B

TABULATION OF BIDS

VENDORS

1. Arctic Office Products
100 W. Fireweed Lane
Anchorage, AK. 99503

PRODUCT DESCRIPTION	1
Percentage Discount Off Manufacturer's List Price	49%

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

CERTIFICATION OF FUNDS
FOR
SCHOOL BOARD ACTION ITEMS

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<u>Fund Source:</u>	<u>Fund</u>	<u>Source</u>	<u>Account Code</u>	<u>Funding Amount</u>
New/Replacement Equipment	XX	XXX	5XXX	\$500,000

Funds are available for the recommendation in the ASD Memorandum referenced above.

Director, Budget

Date

Chief Financial Officer

Date

Instructions:

- Prepare this advance certificate form for any School Board memorandum which requires School Board financial action.
- Examples include: Purchase of goods and services for all funds, awards of construction contracts, purchase of lands and facilities, change orders to construction contracts.
- Submit this form with the School Board memorandum to the Chief Financial Officer .
- This certification is to be filed with the related School Board memorandum.