

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #178 (2006-2007)

March 12, 2007

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: MISCELLANEOUS SCHOOL  
SUPPLIES

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 contract to Arctic Office Products to furnish Miscellaneous School Supplies in the amount of \$132,524.

PERTINENT FACTS:

The Miscellaneous School Supplies recommended for purchase are for various schools throughout the District for the 2007-2008 school year.

An Invitation to Bid was issued for Miscellaneous School Supplies on December 21, 2006 (Attachment A). Miscellaneous School Supplies consist of art supplies and classroom supplies. Major commodities to be purchased include the following: construction paper, art tissue paper, crayons, brushes, finger paint, acrylic paint, clay, glazes, burlap, dyes, flame retardant butcher paper, railroad board, newsprint and D'Nealian handwriting paper, scissors and tag board.

Each school has on-line access to the List-Item catalog ordering process. Schools input their orders and the Purchasing Department consolidates all the requirements, obtains competitive pricing, and recommends award to the lowest responsive, responsible bidder(s) by line item or multiple line items, whichever is in the best interest of the District. Of the fifteen (15) vendors responding to our Invitation to Bid, fourteen (14) were selected for various awards (Attachment B). Arctic Office Products is the only vendor receiving an award in the amount over \$100,000.

Prices for all Miscellaneous School Supplies recommended for award this year reflect an overall increase of approximately three (3) percent compared to last year.

CERTIFICATION OF FUNDS:

Funds Description:

- (01) General Fund (2007-2008)
- (100000) General Fund Balance Sheet Account
- (0239) Inventory Catalog Warehouse

<u>Fund Source:</u>	<u>Fund</u>	<u>Funding Source</u>	<u>Account Code</u>	<u>Amount</u>
Inventory Catalog Warehouse	01	100000	0239	<u>\$132,524</u>

CC/GV/PC/CW

Attachments

Prepared by: Christine Wright, Sr. Purchasing Agent  
Pamela K. Chenier, Director, Purchasing/Warehouse

Approved by: George Vakalis, Assistant Superintendent, Support Services

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ABSTRACT OF BID

Commodity or Service:	<u>Miscellaneous School Supplies</u>
Bids Opened On:	<u>2:00 P.M., Anchorage Time January 24, 2007</u>
Budget Fund:	<u>General (2007-2008)</u>
Number of Invitations Sent:	<u>Forty-Six (46)</u>
Number of Responsive Bids Received:	<u>Fifteen (15)</u>
Number of Non-Responsive Bids Received:	<u>None</u>
Number of No Bids Received:	<u>Two (2)</u>
Advertising Date:	<u>Anchorage Daily News December 21, 2006</u>
Prebid Conference Held:	<u>10:00 A.M., Anchorage Time January 10, 2007</u>
Addendum Issued:	<u>None</u>

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RECOMMENDED AWARDS  
BY VENDOR FOR MISCELLANEOUS SCHOOL SUPPLIES

VENDOR	TOTAL AWARD BY VENDOR
Award over \$100,000:	
Arctic Office Products 100 W. Fireweed Lane Anchorage, AK 99510	\$132,524
Awards under \$100,000:	
Alaska Industrial Hardware	\$ 668
Crystal Productions	\$ 216
Dick Blick Company	\$ 5,054
EAI Education	\$ 333
Exemplary Center for Reading Instruction	\$ 5,830
Elgin School Supply Co., Inc.	\$ 18,892
Nasco Modesto	\$ 1,120
National Art & School Supplies	\$ 20,574
Pyramid School Products	\$ 74,484
Satco Supply	\$ 2,818
Sax Arts & Crafts	\$ 66,893
Seattle Pottery Supply, Inc.	\$ 14,959
Triarco Arts & Crafts	\$ 1,977