

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM # 276 (2008-2009)

April 13, 2009

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 \$163,150.

PERTINENT FACTS:

The miscellaneous school supplies recommended for purchase are to be utilized by various schools throughout the district during the 2009-2010 school year.

An Invitation to Bid was issued for Miscellaneous School Supplies on December 22, 2008 (Attachment A). Miscellaneous school supplies consist of art 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, scissors, tag board, newsprint and D'Nealian handwriting paper.

Each school has on-line access to the List-Item Catalog ordering process. Schools input their orders and the Purchasing Department consolidates all the data, 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 seventeen (17) vendors responding to our Invitation to Bid, fifteen (15) were selected for various awards (Attachment B). One (1) vendor, Office Depot was deemed as non-responsive due to their submittal of conflicting and additional terms and conditions. Arctic Office Products is the only vendor receiving an award in an amount over \$100,000.

Due to the large number of items on this bid, over 700, a Tabulation of Bids is not included in this memorandum, but is available upon request. Costs for all miscellaneous school supplies recommended for award this year reflect an overall increase of approximately three (3) percent compared to last year's prices.

CERTIFICATION OF FUNDS:

Funds Description:

- (01) General Fund (2009-2010)
- (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	\$163,150

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 23, 2009</u>
Budget Fund:	<u>General (2009-2010)</u>
Number of Invitations Sent:	<u>Seventy-four (74)</u>
Number of Responsive Bids Received:	<u>Sixteen (16)</u>
Number of Non-Responsive Bids Received:	<u>One (1)</u>
Number of No Bids Received:	<u>Two (2)</u>
Advertising Date:	<u>Anchorage Daily News December 22, 2008</u>
Prebid Conference Held:	<u>10:00 A.M., Anchorage Time January 6, 2009</u>
Addendum Issued:	<u>None</u>

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RECOMMENDED AWARDS
FOR MISCELLANEOUS SCHOOL SUPPLIES

VENDOR	TOTAL AWARD
Award over \$100,000:	
Arctic Office Products, Inc 100 West Fireweed Lane Anchorage, AK 99503	\$163,150
Awards under \$100,000:	
Alaska Industrial Hardware	\$ 175
Clay Art	\$27,991
Corporate Express	\$34,496
Crystal Productions	\$ 81
Dick Blick Company	\$12,858
Elgin School Supply Co., Inc.	\$ 9,431
Exemplary Center for Reading Instruction	\$ 4,472
Jackmans	\$ 6,055
Nasco Modesto	\$ 6,050
National Art & School Supplies	\$44,675
Pyramid School Products	\$35,507
Satco Supply	\$ 2,597
Sax Arts & Crafts	\$33,956
Triarco Arts & Crafts	\$14,004