

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM # 189 (2009-2010)

January 25, 2010

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: XEROGRAPHIC PAPER

ASD GOAL: *All ASD departments support the mission of the District and will be highly effective, efficient, and responsive to internal and external customers.*

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a contract to Unisource Worldwide to furnish xerographic paper on an as required basis in the annual estimated amount of \$550,625 through January 31, 2011 with options to renew for two (2) additional one-year periods.

PERTINENT FACTS:

The xerographic paper recommended for purchase is a warehouse inventory item that will be supplied to the various schools/units on an "as required" basis. The estimated quantities were based on actual usage in the past year.

Three manufacturers of paper were pre-approved for this bid: Boise Cascade, Hammermill and Xerox. Boise Cascade is the brand that will be provided by Unisource Worldwide.

An Invitation to Bid for supplying xerographic paper was issued to 11 bidders on November 24, 2009 (Attachment A). Award was made in the aggregate to the lowest responsive, responsible bidder. Bidders were required to bid all items of various sizes, weights, and colors of xerographic paper with delivery to the warehouse on an as required basis through January 31, 2011 with the option to extend the contract for two (2) additional one-year periods.

Bidders were also afforded the opportunity to submit samples for testing for inclusion on the approved manufacturer list. One (1) bidder, Office Depot, submitted samples; however, it was determined that the Office Depot brand did not currently meet the criteria for use on district equipment.

Four (4) bidders responded to the invitation. One (1) bidder took exception to the de-escalation clause and was considered non-responsive. Another bidder did not bid on all items and bid brands that were not pre-approved; therefore, the bidder was also considered non-responsive.

The recommended award, as indicated on the Tabulation of Bids (Attachment B) is in the aggregate to the lowest responsive, responsible bidder, Unisource Worldwide.

CERTIFICATION OF FUNDS:

Funds Description:

- (01) General Fund (FY 2009-10) & (FY 2010-2011)
- (100000) Various Schools/Departments
- (0240) Inventory Catalog Warehouse

	<u>Fund</u>	<u>Funding Source</u>	<u>Account Code</u>	<u>Amount</u>
Inventory Catalog Warehouse	01	100000	0240	<u>\$ 550,625</u>

CC/MA/PC/WN/BB

Attachments

Prepared by: Wendy Nyberg, Purchasing Agent
 Pamela K. Chenier, Director, Purchasing/Warehouse

Approved by: Michael K. Abbott, Assistant Superintendent, Support Services

ABSTRACT OF BID

Commodity or Service:	ITB2009-517 <u>XEROGRAPHIC PAPER</u>
Bids Opened On:	3:00 p.m., Anchorage Time <u>December 15, 2009</u>
Budget Fund:	General Fund, <u>Balance Sheet Account</u>
Number of Invitations Sent:	<u>Eleven (11)</u>
Number of Responsive Bids Received:	<u>Two (2)</u>
Number of Non-Responsive Bids:	<u>Two (2)</u>
Number of "NO BIDS" Received:	<u>Three (3)</u>
Advertised Date:	Anchorage Daily News <u>November 24, 2009</u>
Pre-bid Conference Held:	<u>N/A</u>
Addenda:	<u>None</u>

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, AK 99517

TABULATION OF BIDS

Opened 3:00 p.m., Anchorage Time, December 15, 2009
Invitation: Xerographic Paper

VENDORS

1. Frontier Paper
1848 Ship Ave.
Anchorage, AK 99501

2. Unisource Worldwide
1930 Spar Ave.
Anchorage, AK 99501

LINE ITEM	EST QTY	UNIT	PRODUCT DESCRIPTION	VENDOR 1		VENDOR 2	
				UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
1	16,800	CS	8.5" X 11", WHITE, 20#, XEROGRAPHIC PAPER, 92% BRIGHTNESS	\$29.00	\$487,200.00	\$28.31	\$478,608.00
2	40	CS	8.5" X 14", WHITE, 24#, XEROGRAPHIC PAPER, 92% BRIGHTNESS	\$39.90	\$1,596.00	\$42.17	\$1686.80
3	45	CS	11" X 17", WHITE, 20# XEROGRAPHIC PAPER, 92% BRIGHTNESS	\$33.00	\$1,485.00	\$28.83	\$1297.35
4	1,960	CS	8.5" X 11", MIXED COLORS, 20#, XEROGRAPHIC	\$37.30	\$73,108.00	\$36.38	\$71,304.80
5	20	CS	11" X 17", MIXED COLORS, 20#, XEROGRAPHIC	\$39.30	\$786.00	\$36.38	\$727.60
			Total		\$564,175.00		\$550,624.55