

ANCHORAGE SCHOOL DISTRICT

ANCHORAGE, ALASKA

ASD MEMORANDUM #42 (1999-2000) September 13, 1999

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: CLASSROOM FURNITURE &
EQUIPMENT

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the award of contract to Corporate Express, the low responsive bidder, as shown on the Tabulation of Recommended Awards by Vendor for Classroom Furniture & Equipment in the total amount of \$88,584.01, (Attachment A).

PERTINENT FACTS:

The Classroom Furniture & Equipment recommended for contract award are to be used by all the departments and units throughout the Anchorage School District for the 1999-2000 school year.

An Invitation to Bid was issued for Classroom Furniture & Equipment on July 16, 1999.

Each school/unit has on-line access to the List Item ordering process for their Classroom Furniture & Equipment orders. Schools/units 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. Four vendors responded to the Invitation to Bid and three were selected for various awards. In accordance with School Board Policy, the accompanying recommendation for contract award approval is forwarded for the one vendor award exceeding \$50,000.

Prices for Classroom Furniture & Equipment recommended for award this year reflect a decrease of approximately eight percent compared to last year.

Under the new IFAS system all List Item deliveries are received into the Stores Inventory data base. The Warehouse will make distribution from the Stores Inventory to the

schools/units. Appropriate charges to the schools/units will be made against their accounts at that time.

The following are attached for review: 1. Tabulation of Recommended Awards by Vendor (Attachment A) and 2. Abstract of Bids (Attachment B).

CERTIFICATION OF FUNDS:

Fund Description:

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

Fund Source:

	Funding			
	<u>Fund</u>	<u>Source</u>	<u>Account Code</u>	<u>Amount</u>
Inventory - Catalog Warehouse	01	100000	0239	\$88,584.01

BC/EB/PP/srb

Attachments

Prepared by: Pat Preis, Purchasing Agent

Ed Blahous, Director, Purchasing/Warehouse

Approved by: Janet Stokesbary, Chief Financial Officer

Attachment A

ANCHORAGE SCHOOL DISTRICT

Tabulation of
Recommended Awards by Vendor
for Classroom Furniture & Equipment, List #9

VENDOR	TOTAL
CORPORATE EXPRESS P.O. BOX 196622 ANCHORAGE AK 99519 (37 line items)	\$88,584.01
INTERNATIONAL INTERIORS 4300 B. STREET -- STE 105 ANCHORAGE, AK 99503 (5 line items)	\$17,829.35*
SCHOOL SPECIALTY P.O. BOX 190333 ANCHORAGE, AK 99519 (1 line item)	\$997.50*
	TOTAL
	\$107,410.86

*Awarded informally (less than \$50,000)

Attachment B

ANCHORAGE SCHOOL DISTRICT

ABSTRACT OF BIDS

Commodity or Service:	Classroom Furniture & Equipment <u>List #9</u>
Bids Opened On:	2:00 P.M., Anchorage Time <u>August 4, 1999</u>
Budget Fund:	<u>General Fund</u>
Number of Invitations Sent:	<u>Eleven (11)</u>
Number of Responsive Bids Received:	<u>Four (4)</u>
Number of "NO BIDS" Received:	<u>Three (3)</u>
Advertised Date:	Anchorage Daily News <u>July 16, 1999</u>
Prebid Conference Held:	10:00 A.M., Anchorage Time <u>July 27, 1999</u>
Addendum:	Addendum #1 <u>July 28, 1999</u>