

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #295 (1999-2000)

May 8, 2000

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACTS: MISCELLANEOUS SCHOOL
SUPPLIES

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the award of contracts to the bidders as shown on the Tabulation of Recommended Awards by Vendor for Miscellaneous School Supplies (Attachment A) in the total amount of \$252,434.01.

PERTINENT FACTS:

The Miscellaneous School Supplies recommended for purchase are for units throughout the District for the 2000-2001 school year.

An Invitation to Bid was issued for Miscellaneous School Supplies on February 2, 2000. Miscellaneous School Supplies consist of Art Supplies, Classroom Supplies, and Office Supplies. Some of the major commodities to be purchased include the following: List 1, Art Supplies, includes construction paper, art tissue paper, crayons, brushes, fingerpaint, acrylic paint, glazes, burlap, dyes, etc.; List 7, Classroom Supplies, includes flame retardant butcher paper, corrugated cardboard, railroad board, newsprint and D'Nealian handwriting paper, scissors, tagboard, etc.; and List 16, Office Supplies, includes index cards, file folder labels, strapping, cellophane, transparent, and masking tapes, various envelopes, pens, pencils, staplers, etc. Three items on List 1 and one item on List 16 had tie bids. In each case, the ties were resolved in accordance with School Board Policy and are included in the recommendations for award.

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. Of the 25 vendors responding to our Invitation to Bid, 20 were selected for various awards. In

accordance with School Board Policy, the accompanying recommendation for contract award approval is forwarded for the three vendor awards exceeding \$50,000.

Prices for Miscellaneous School Supplies recommended for award this year reflect an increase of less than one percent compared to last year.

Under the IFAS system all List Item deliveries are received into Stores Inventory. 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 for Miscellaneous School Supplies (Attachment A); and 2. Abstract of Bids (Attachment B).

CERTIFICATION OF FUNDS:

Funds Description:

(01) General Fund (FY 2000-2001)
(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>
1000000239	01	100000	100000 0239	\$252,434.01

BC/EB/PC/PP/srb

Attachments

Prepared by: Pamela K. Chenier, Senior Purchasing Agent
Pat Preis, Purchasing Agent
Edward G. Blahous, Director of Purchasing/Warehouse

Approved by: Janet Stokesbary, Chief Financial Officer

TABULATION OF RECOMMENDED AWARDS
BY VENDOR
FOR MISCELLANEOUS SCHOOL SUPPLIES

<u>VENDOR</u>	<u>TOTAL BY VENDOR</u>
ARCTIC OFFICE PRODUCTS 100 W FIREWEED LANE ANCHORAGE AK 99503	\$ 75,147.20
CORPORATE EXPRESS ALASKA 4831 OLD SEWARD HWY ANCHORAGE AK 99503	\$ 93,509.77
SAX ARTS & CRAFTS PO BOX 510710 NEW BERLIN WI 53151	<u>\$ 83,777.04</u>
TOTAL	<u>\$252,434.01</u>

ABSTRACT OF BIDS

Commodity or Service: Supplies	<u>Miscellaneous School</u>
Bids Opened On:	<u>2:00 P.M., Anchorage Time March 10, 2000</u>
Budget Fund:	<u>General (2000-2001)</u>
Number of Invitations Sent:	<u>Eighty-Four (84)</u>
Number of Responsive Bids Received:	<u>Twenty-Five (25)</u>
Number of "NO BIDS" Received:	<u>Six (6)</u>
Number of "NON-RESPONSIVE BIDS" Received:	<u>One (1)</u>
Advertising Date:	<u>Anchorage Daily News February 2, 2000</u>
Prebid Conference Held:	<u>10:00 A.M., Anchorage Time February 11, 2000</u>
Addendum Issued:	<u>Addendum #1 February 11, 2000</u>