

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #324 (2000-2001)

June 11, 2001

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT(S): EXPENDABLE SUPPLIES

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the award of contracts to the three low responsive bidders as shown on the Recommended Awards by Vendor for Expendable Supplies (Attachment B) in the total estimated amount of \$363,423.

PERTINENT FACTS:

The Expendable Supplies recommended for purchase on this Invitation to Bid are for the Student Nutrition Department for distribution of their school lunch program at various schools within the Anchorage School District for the 2001-2002 school year.

An Invitation to Bid was issued for Expendable Supplies on March 22, 2001. The major commodities of this purchase include: heat film, napkins, platters, spork kits, pan liners, disposable gloves, disposable towels, and various types of trays.

This is the 11th year that the Anchorage School District and Matanuska Susitna Borough School District have consolidated their expendable supplies requirements under one Invitation to Bid. The purpose of this consolidation is to increase the volume of goods to obtain lower prices. Each school district is responsible for ordering its own items and for having them delivered to their respective delivery points.

The Anchorage School District Purchasing Department prepared the Invitation to Bid. Of the nine vendors responding to our Invitation to Bid, seven 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 \$100,000. Each line item awarded or recommended for award is to the lowest responsive bidder.

The Expendable Supplies recommended for award are approximately seven percent higher in price as compared to last year. The following are attached for review: Abstract of Bid (Attachment A) and Recommended Awards by Vendor for Expendable Supplies (Attachment B).

CERTIFICATION OF FUNDS:

Funds Description:

(06) Food Service Fund (FY 2001-2002)
 (0242) Inventory

<u>Fund Source:</u>	<u>Fund</u>	<u>Funding Source</u>	<u>Account Code</u>	<u>Amount</u>
Food Service Inventory	(06)	600000	0242	\$363,423
			Estimated Total	<u>\$363,423</u>

CC/BH/CA/dh

Attachments

Prepared by: Carolyn Anderson, Purchasing Agent
 Bob Henry, Director, Purchasing/Warehouse

Approved By: George Vakalis, Assistant Superintendent, Support Services

ANCHORAGE SCHOOL DISTRICT

ABSTRACT OF BID

Commodity or Service:	<u>EXPENDABLE SUPPLIES</u>
Bids Opened On:	<u>2:00 P.M., Anchorage Time April 19, 2001</u>
Budget Fund:	<u>Food Service (2001-2002)</u>
Number of Invitations Sent:	<u>Twenty-four (24)</u>
Number of Responsive Bids Received:	<u>Nine (9)</u>
Number of "NO BIDS" Received:	<u>None</u>
Advertised Date:	<u>Anchorage Daily News March 26, 2001</u>
Prebid Conference Held:	<u>10:00 A.M., Anchorage Time March 29, 2001</u>
Addendum Issued:	<u>None</u>

ANCHORAGE SCHOOL DISTRICT
Purchasing Department
4919 Van Buren Street
Anchorage, Alaska 99517-3137

RECOMMENDED AWARDS
BY VENDOR FOR EXPENDABLE SUPPLIES

Opened: 2:00 P.M., Anchorage Time, April 19, 2001

VENDOR	ESTIMATED TOTAL BY VENDOR
Frontier Paper 1848 Ship Avenue Anchorage, AK 99501	\$144,718
Unisource 1930 Spar Avenue Anchorage, AK 99501	106,290
West Coast Paper 2209 Spar Avenue Anchorage, AK 99501	112,415
ESTIMATED GRAND TOTAL	<u>\$363,423</u>