

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #300 (2000-2001)

June 11, 2001

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT(S): MISCELLANEOUS SCHOOL
SUPPLIES

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the award of contract to Arctic Office Products in the total amount of \$166,448.

PERTINENT FACTS:

The Miscellaneous School Supplies recommended for purchase are for units throughout the District for the 2001-2002 school year.

An Invitation to Bid was issued for Miscellaneous School Supplies on January 22, 2001. Miscellaneous School Supplies consists of Art Supplies (List 1) and Classroom Supplies (List 7). Some of the major commodities to be purchased include the following: List 1: construction paper, art tissue paper, crayons, brushes, fingerpaint, acrylic paint, glazes, burlap, dyes, etc.; List 7: flame retardant butcher paper, corrugated cardboard, railroad board, newsprint and D'Nealian handwriting paper, scissors, tagboard, etc.

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 23 vendors responding to our Invitation to Bid, 19 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 \$100,000.

Prices for all Miscellaneous School Supplies recommended for award this year reflect an overall average increase of approximately eight percent compared to

last year. Paper Products reflected within this Bid revealed an average increase to the District of approximately nineteen percent.

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.

CERTIFICATION OF FUNDS:

Funds Description:

- (01) General Fund (FY 2001-2002)
- (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	01	100000	0239	\$166,448

CC/GV/EB/PC/PP/srb

Attachment

Prepared by: Pamela K. Chenier, Senior Purchasing Agent
Pat Preis, Purchasing Agent
Bob Henry, Director of Purchasing/Warehouse

Approved by: George Vakalis, Assistant Superintendent, Support Services

ABSTRACT OF BIDS

Commodity or Service: Miscellaneous School Supplies

Bids Opened On: 2:00 P.M., Anchorage Time
February 27, 2001

Budget Fund: General (2001-2002)

Number of Invitations Sent: Sixty-eight (68)

Number of Responsive Bids Received: Twenty-three (23)

Number of "NO BIDS" Received: Eight (8)

Number of "NON-RESPONSIVE BIDS" Received: None

Advertising Date: Anchorage Daily News
January 23, 2001

Time Prebid Conference Held: 10:00 A.M., Anchorage
February 1, 2001

Addendum Issued: None