

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #266 (2002-2003)

May 12, 2003

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: SCHOOL FURNITURE

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award contracts to Arctic Office Products and Corporate Express to furnish and install School Furniture at Dimond High School in the amounts of \$112,296 and \$227,251 respectively.

PERTINENT FACTS:

The School Furniture recommended for purchase is for the new Dimond High School. The furniture items are District standards for classrooms, offices and the auditeria.

An Invitation to Bid (ITB) for School Furniture was issued to 12 vendors on March 26, 2003 and Addendum #1 was issued on April 3, 2003 (Attachment A). Bidders were required to bid on each item in two different ways. One was simply "delivered." The second was "delivered and installed" which would include delivery, unpacking, assembly, placement within the school and off-site disposal of all packing material. Recommendation for award of each line item is based on Dimond Administration's choice of delivery method. Award is recommended to the lowest responsive, responsible bidders by line item. Of the three vendors who submitted bids, one was selected for an award amount under \$100,000 (Attachment B).

Prices are firm through August 31, 2004 with an option to renew for an additional one year period.

CERTIFICATION OF FUNDS:

Funds Description:

(03) Capital Projects Fund  
(00311601) Bond 1999 Prop 11  
(3116001) Bond 99R Reimbursable Projects  
(5440) New Equipment

<u>Fund Source:</u>	<u>Fund</u>	<u>Source</u>	<u>Funding Control</u>	<u>Funding Code</u>	<u>Account</u>	<u>Amount</u>
Dimond High Replacement	03	00311601	3116001	82032-5440	\$339,547	

CC/GV/PC/PP/cs

Attachments

Prepared by: Pat Preis, Purchasing Agent  
Pamela K. Chenier, Acting Director, Purchasing/Warehouse

Approved by: George Vakalis, Assistant Superintendent, Support Services

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ABSTRACT OF BID

Commodity or Service:	ITB2003-502 <u>School Furniture</u>
Bids Opened:	2:00 P.M., Anchorage Time <u>April 9, 2003</u>
Budget Fund:	<u>Various</u>
Number of Invitations Sent:	<u>Twelve (12)</u>
Number of Responsive Bids Received:	<u>Three (3)</u>
Number of Non-Responsive Bids Received:	<u>None</u>
Number of "NO BIDS" Received:	<u>Two (2)</u>
Advertised Date:	Anchorage Daily News <u>March 27, 2003</u>
Prebid Conference Held:	10:00 A.M., Anchorage Time <u>April 2, 2003</u>
Addenda Issued:	Addendum #1 <u>April 3, 2003</u>