

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #255 (2003-2004)

April 12, 2004

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: MISCELLANEOUS SCHOOL SUPPLIES

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a contract to Corporate Express to furnish Miscellaneous School Supplies in the amount of \$133,520.

PERTINENT FACTS:

The Miscellaneous School Supplies recommended for purchase are for units throughout the District for the 2004-2005 school year.

An Invitation to Bid was issued for Miscellaneous School Supplies on December 23, 2003 (Attachment A). Miscellaneous School Supplies consist of Art Supplies and Classroom Supplies. Major commodities to be purchased include the following: construction paper, art tissue paper, crayons, brushes, fingerpaint, acrylic paint, clay, glazes, burlap, dyes, flame retardant butcher paper, corrugated cardboard, railroad board, newsprint and D'Nealian handwriting paper, scissors and tagboard.

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 twenty-two vendors responding to our Invitation to Bid, seventeen were selected for various awards (Attachment B). In addition, one bid was determined to be non-responsive because the bid was not manually signed as required.

Prices for all Miscellaneous School Supplies recommended for award this year reflect an overall decrease of approximately two percent compared to last year.

CERTIFICATION OF FUNDS:

Funds Description:

- (01) General Fund (2004-2005)
- (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 Warehouse	01	100000	0239	\$133,520

CC/GV/PKC/PP/cs

Attachments

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

Approved by: George Vakalis, Assistant Superintendent, Support Services

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ABSTRACT OF BID

Commodity or Service:	<u>Miscellaneous School Supplies</u>
Bids Opened On:	<u>2:00 P.M., Anchorage Time January 30, 2004</u>
Budget Fund:	<u>General (2004-2005)</u>
Number of Invitations Sent:	<u>Forty-five (45)</u>
Number of Responsive Bids Received:	<u>Twenty-two (22)</u>
Number of Non-Responsive Bids Received:	<u>One (1)</u>
Number of No Bids Received:	<u>One (1)</u>
Advertising Date:	<u>Anchorage Daily News December 16, 2003</u>
Prebid Conference Held:	<u>10:00 A.M., Anchorage Time January 7, 2004</u>
Addendum Issued:	<u>None</u>

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RECOMMENDED AWARDS
BY VENDOR FOR MISCELLANEOUS SCHOOL SUPPLIES

VENDOR	TOTAL AWARD BY VENDOR
Award over \$100,000:	
Corporate Express 4831 Old Seward Highway Anchorage, AK 99503	\$133,520
Awards under \$100,000:	
Alaska Industrial Hardware	\$2,580
Clay Art Center	\$2,094
Createx Colors/Color Craft, Ltd.	\$387
Dick Blick Art Materials	\$15,085
Elgin School Supply Co., Inc.	\$16,274
ECRI	\$7,309
Frontier Paper, Inc.	\$8,622
Jackman's, Inc.	\$6,739
Nasco	\$3,486
National Art & School Supplies	\$27,607
Pyramid School Supplies	\$34,777

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RECOMMENDED AWARDS
BY VENDOR FOR MISCELLANEOUS SCHOOL SUPPLIES

Satco Supply	\$928
Sax Arts & Crafts	\$64,057
Seattle Pottery Supply, Inc.	\$8,963
Sheilas Ceramics	\$3,157
Unisource Worldwide	\$9,234