

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #236 (2004-2005)

April 11, 2005

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 \$169,346.

PERTINENT FACTS:

The miscellaneous school supplies recommended for purchase are for various educational units throughout the District for the 2005-2006 school year.

An Invitation to Bid was issued for miscellaneous school supplies on December 22, 2004 (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, 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 of the requirements, obtains competitive pricing, and recommends award to the lowest responsive, responsible bidder(s) by line item. Of the seventeen vendors responding to our Invitation to Bid, fourteen 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 increase of approximately eight percent compared to last year.

CERTIFICATION OF FUNDS:

Funds Description:

- (01) General Fund (2005-2006)
- (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	\$169,346

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 28, 2005</u>
Budget Fund:	<u>General (2005-2006)</u>
Number of Invitations Sent:	<u>Thirty-four (34)</u>
Number of Responsive Bids Received:	<u>Seventeen (17)</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 22, 2004</u>
Prebid Conference Held:	<u>10:00 A.M., Anchorage Time January 12, 2005</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	\$169,346
Awards under \$100,000:	
Alaska Industrial Hardware	\$1,880
Clay Art Center	\$8,756
Dick Blick Art Materials	\$7,174
Elgin School Supply Co., Inc.	\$35,664
ECRI	\$6,192
Frontier Paper, Inc.	\$14,827
Jackman's, Inc.	\$5,407
Nasco	\$2,882
National Art & School Supplies	\$6,052
Pyramid School Supplies	\$54,532

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RECOMMENDED AWARDS
BY VENDOR FOR MISCELLANEOUS SCHOOL SUPPLIES

Satco	\$1139
Sax Arts & Crafts	\$87,133
Seattle Pottery Supply, Inc.	\$11,919