

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #324 (2004-2005)

June 27, 2005

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: XEROGRAPHIC PAPER

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a contract to Frontier Paper, Inc. for furnishing xerographic paper on an as required basis in an estimated amount not to exceed \$435,000 per year with two additional one-year options to renew.

PERTINENT FACTS:

The Xerographic Paper recommended for purchase is a warehouse inventory item that will be supplied to the various schools/units on an "as required" basis. The estimated quantities were based on actual usage averaged over the past two years.

Two manufacturers of paper were pre-approved for this bid, Xerox and Boise Cascade. The low responsive bidder is providing Boise Cascade brand paper.

An Invitation to Bid (ITB) for Xerographic Paper was issued to seven vendors on May 26, 2005 (Attachment A). There were seven line items of various colors and sizes of xerographic paper. Bidders were required to bid on each item with delivery to the Warehouse as required throughout a one-year period. Four vendors responded to the ITB. One of the bidders, Unisource, was declared non-responsive for failure to bid on all line items and to bid one of the pre-approved manufacturers on all of the line items.

Recommendation for award is in the aggregate to the lowest responsive, responsible bidder (Attachment B).

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	\$435,000

CC/GV/PC/CW

Attachments

Prepared by: Christine Wright, Sr. Purchasing Agent
Pamela K. Chenier, Director, Purchasing/Warehouse

Approved by: George Vakalis, Assistant Superintendent, Support Services

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ABSTRACT OF BID

Commodity or Service:	ITB2005-503 <u>Xerographic Paper</u>
Bids Opened:	2:00 P.M., Anchorage Time <u>May 26, 2005</u>
Budget Fund:	<u>Various</u>
Number of Invitations Sent:	<u>Seven (7)</u>
Number of Responsive Bids Received:	<u>Three (3)</u>
Number of Non-Responsive Bids Received:	<u>One (1)</u>
Number of "NO BIDS" Received:	<u>None</u>
Advertised Date:	Anchorage Daily News <u>May 11, 2005</u>
Prebid Conference Held:	10:00 A.M., Anchorage Time <u>May 18, 2005</u>
Addenda Issued:	<u>N/A</u>

ANCHORAGE SCHOOL DISTRICT
PURCHASING DEPARTMENT
4919 VAN BUREN ST.
ANCHORAGE, AK 99517-3188

ATTACHMENT B

TABULATION OF BIDS

VENDORS

1. Frontier Paper, Inc.
1848 Ship Avenue
Anchorage, AK. 99501

2. West Coast Paper
2209 Spar Avenue
Anchorage, AK. 99501

3. Xerox Corporation
4341 B Street, Suite 200
Anchorage, AK 99503

LINE ITEM	EST QTY	UNIT	PRODUCT DESCRIPTION	1	2	3	LINE ITEM AWARD TOTAL
				UNIT PRICE	UNIT PRICE	UNIT PRICE	
1	17,000	CS	8.5" X 11", WHITE, 20#, XEROGRAPHIC PAPER, 84% BRIGHTNESS	\$22.02	\$22.99	\$23.75	\$374,340
2	83	CS	8.5" X 14", WHITE, 20#, XEROGRAPHIC PAPER	\$29.78	\$30.25	\$39.50	\$ 2,472
3	100	CS	11" X 17", WHITE, 20# XEROGRAPHIC	\$23.25	\$23.43	\$30.65	\$ 2,325

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ATTACHMENT B

				1	2	3	TOTAL
4	100	CS	8.5" X 11" WHITE, 20#, XEROGRAPHIC, 95% BRIGHTNESS	\$28.18	\$28.00	\$32.15	\$ 2,818
5	1,740	CS	8.5" X 11", MIXED COLORS, 20#, XEROGRAPHIC	\$28.70	\$28.13	\$30.90	\$ 49,938
6	10	CS	8.5" X 14", MIXED, COLORS, 20#, XEROGRAPHIC	\$36.80	\$36.50	\$49.50	\$ 368
7	10	CS	11" X 17", MIXED COLORS, 20#, XEROGRAPHIC	\$29.20	\$28.75	\$38.40	\$ 292