



ALVIN INDEPENDENT SCHOOL DISTRICT

Mickie Dietrich
Director of Purchasing
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March 28, 2016

TO: SUSAN WILSON, PAT MILLER

FROM: MICKIE DIETRICH

SUBJ: Request for Award of Proposal #1604GOE/FUNDRAISING/IMPREM CATALOG DISCOUNT PROPOSAL

This proposal was established to qualify approved vendors under the State Purchasing Guidelines CH Legal and Education Code 44.031(a) whereby school districts are required to utilize a competitive bidding method that provides the best value for the district when making purchases valued at \$50,000 or more in **the aggregate** for a 12 month period. To satisfy this State Law, Alvin ISD extended this proposal.

The proposal was extended based on prior year's usage, staff requests and vendor requests. Over 68 vendors were extended packets by mail, through our bidding software, fax and email with 17 qualified responses. Additional information on the proposal was extended through the legal notice in our county newspaper, emails to budget managers as well as the District website to solicit participation in our bidding process. The proposal was monitored through our ION Wave Bidding Program for participation and final award.

The approved vendors from the above proposals mentioned were extended the electronic proposal to provide the new database information for the campuses. As we transition our proposals in Purchasing to an electronic bidding system and provide an electronic database for staff referencing of approved vendors, this proposal was extended with over 34 identified commodity sub-categories for vendors to provide discount pricing. The sub-categories were extended with commodity coding to provide for future yearly aggregate financial track-ability. The following categories were included on 1604 GOE/FUNDRAISING/IMPREM CATALOG DISCOUNT PROPOSAL:

SECTION 1: GOE

GENERAL OPERATING SUPPLIES (A-393-20):

This proposal covers all general operating supplies including but not limited to all items not otherwise classified under commodity code A-393-20.

ADMINISTRATIVE SOFTWARE (A-209-00):

This proposal covers all administrative software including but not limited to all items not otherwise classified under commodity code A-209-00.

ADMINISTRATIVE SOFTWARE LICENSES (A-963-45):

This proposal covers all administrative software licenses including but not limited to all items not otherwise classified under commodity code A-963-45.

BOTTLED DRINKING WATER (A-390-91):

This proposal covers all bottled water including but not limited to sparkling and spring drinking water and items associated with commodity code A-390-91.

CATERING/GOE – RESTAURANTS & CATERING FOR MEETINGS & EVENTS (A-393-09):

This proposal covers all restaurants & catering for meetings & events including but not limited to items associated with commodity code A-393-09.

DRY CLEANING SERVICES (A-954-20):

This proposal covers all dry cleaning services and items associated with commodity code A-954-20.

EVENT CENTER/BANQUET FACILITIES (A-962-34):

This proposal covers venue rentals including but not limited to facilities for large group gatherings or meetings, graduation and other student functions or special events not held on district property and items associated with commodity code A-962-34.

FOOD PREP AREAS; CATERING SUPPLIES/EQUIPMENT (A-393-08):

This proposal covers all including but not limited to catering supplies/equipment, warmers, sterno items, utensils, and items associated with commodity code A-393-08.

FOOD PREP AREAS; GROCERY & RETAIL (A-393-07):

This proposal covers all including but not limited to grocery & retail stores, food items & accessories and items associated with commodity code A-393-07.

FOOD PREP AREAS; SMALL WARES (A-240-00):

This proposal covers all including but not limited to small wares, non-consumables, kitchen utensils, carts and items associated with commodity code A-240-00.

GRADUATION SUPPLIES (A-578-45):

This proposal covers all including but not limited to any supplies needed for student graduation and associated with commodity code A-578-45.

MEETING & EVENT SUPPLIES (A-037-34):

This proposal covers all including but not limited to decorations, paper products, occasional items for meetings and student functions, proms/dances and items associated with commodity code A-137-34.

PHOTO PROCESSING SERVICES (A-915-72):

This proposal covers all photo processing services including but not limited to all items associated with commodity code A-915-72.

PRINTING SERVICES – NEWSPRINT (A-966-17):

This proposal covers all newsprint printing services including but not limited to all items associated with commodity code A-966-17.

PRINTING SERVICES – OUTSIDE (A-966-18):

This proposal covers all outside printing services including but not limited to printing, duplicating, graphic design and all items associated with commodity code A-966-18.

PUBLICATIONS/NEWSPAPERS/ADVERTISING/MEDIA RELEASE (A-915-71):

This proposal covers all publications, including but not limited to districtwide newspaper entries, advertisements and media release and all items associated with commodity code A-915-71.

MAILING SERVICES (A-962-64):

This proposal covers the mailing services (postal), packaging & wrapping services, mailing of community news publications and all items associated with commodity code A-962-64.

SUPPORT SERVICES UNIFORM RENTAL (A-954-00):

This proposal covers all support services uniform rentals including but not limited to apparel, shoes and all items associated with commodity code A-954-00.

TRANSPORTATION – AREA STUDENT ACTIVITIES (A-924-81):

This proposal covers student travel to venues including but not limited to travel for instruction, incentives, includes travel to museums, sports complexes, zoos, exhibits, etc. and items associated with commodity code A-924-81.

TRANSPORTATION – VEHICLE RENTAL (A-962-34):

This proposal covers rental of vehicles including but not limited to tractors, truck, van and cars, to include all applicable insurance fees in the cost of rental or lease and all items associated with commodity code A-962-34.

FLOWERS, PLANTS & GIFTS (A-393-05):

This proposal covers the purchase of flowers, plants and gifts and all items associated with commodity code A-393-05.

FLAGS (A-350-10):

This proposal covers the purchase of flags including but not limited to flags, pennants, decorative fans and drapes, and custom designed items associated with commodity code A-350-10.

FLAGS (A-350-71):

This proposal covers the purchase of flags including but not limited to flags, State and U.S., all types and items associated with commodity code A-350-71.

FLAG POLES (A-350-30):

This proposal covers the purchase of and all types of maintenance for flag poles and all items associated with commodity code A-350-30.

SECTION 2: FUNDRAISING

CANDLES/SCENTED PRODUCTS (A-461-02):

This proposal covers all fund raising items including but not limited to candles, wax chips, scented items and products associated with commodity code A-461-02.

FOOD PRODUCTS (A-461-05):

This proposal covers all fund raising items including food products, including but not limited to bread items, chocolate, candy, cookie dough, food mixes, meats, and products associated with commodity code A-461-05.

GENERAL MERCHANDISE (A-461-01):

This proposal covers all fund raising items including but not limited to all items not otherwise classified under commodity code A-461-01.

GIFT ITEMS (A-461-04):

This proposal covers all fund raising items including but not limited to home décor catalogs, jewelry items, clothing items and all items associated with commodity code A-461-04.

SPIRIT ITEMS (A-461-06):

This proposal covers all fund raising items including but not limited to campus/district logo imprinted items and non-imprinted items used for fund raising, yard signs and items associated with commodity code A-461-06.

STATIONERY/PAPER GOODS (A-461-03):

This proposal covers all fund raising items including but not limited to gift wraps, paper goods, greeting cards and all items associated with commodity code A-461-03.

VENDOR DISCOUNT COUPONS/BOOKS/CARDS (A-461-07):

This proposal covers all fund raising items including but not limited to vendor discount coupons, coupon books, coupon cards and all items associated with commodity code A-461-07.

SECTION 3: IMPREM (IMPRINTED/PRINTED/EMBROIDERED) ITEMS

SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (A-200-74):

This proposal covers all silk screened, imprinted and embroidered items including but not limited to apparel and non-apparel items and all items associated with commodity code A-200-74.

SPECIALTY & PROMOTIONAL ITEMS (A-037-00):

This proposal covers all specialty & promotional items including but not limited to any customized imprinted items and all items associated with commodity code A-037-00.

STUDENT & STAFF AWARDS, TROPHIES & INCENTIVES (A-080-78):

This proposal covers all specialty & promotional items including but not limited to any student & staff awards, trophies & incentives and all items associated with commodity code A-080-78.

A non-exclusive award is requested to allow each participating vendor to supply discounts off catalog pricing and company price quote requests to meet our campuses and departments classroom needs at the lowest practical price and best value with the flexibility to purchase from a list of approved qualified vendors meeting the terms and conditions established for this contract.

This proposal is requested for award under a one-year contract with a two (2) year renewal extension as long as both parties agree to the terms of the contract for use on an as needed basis and funds are available for these commodities. Renewal of this contract is not anticipated until April, 2019. Additional proposals of this nature will be extended for vendor participation; however, this will not disqualify any vendors awarded under this contract, but will allow for additional vendor participation in the future under these commodities.

Attached please find the database information that details the approved qualified vendor information, commodity sub-category discounts off catalogs and other pertinent information extracted from their qualified electronic proposals. Request approval for award to all vendors meeting specifications outlined under the Proposal #1604GOE/FUNDRAISING/IMPREM Catalog proposal as a non-exclusive award.

<u>A & D Transportation</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Abdallah Shabana	2	ADMINISTRATIVE SOFTWARE (A-209-00)	0
832-729-1223	3	ADMINISTRATIVE SOFTWARE LICENSES (A-963-45)	0
832-533-2224 Fax	4	BOTTLED DRINKING WATER A-390-91	0
abdallah@a-dlimo.com	6	DRY CLEANING SERVICES A-954-20	0
	19	TRANSPORTATION – AREA STUDENT ACTIVITIES A-924-81	0
	20	TRANSPORTATION – VEHICLE RENTAL A-962-34	0

<u>Alvin Sewing & Vacuum/Victoria Sewing Machine Co.</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Shelly Tacquard	1	GOE – GENERAL OPERATING SUPPLIES A-393-20	7-10
281-331-4336			
None			
alsewvac@yahoo.com			

<u>Ameritex Flag & Flagpole, LLC</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
William Singleton	22	FLAGS A-350-10	0
210-310-3254	23	FLAGS A-350-71	0
877-598-3524 Fax	24	FLAG POLES A-350-30	5
sales@ameritexflags.com			

<u>Beaed, LP</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Cindy Theis	15	PRINTING SERVICES – OUTSIDE A-966-18	15
281-331-2035	22	FLAGS A-350-10	15
281-331-6000 Fax	23	FLAGS A-350-71	15
cindy_r@beaed.com	24	FLAG POLES A-350-30	15
	29	FUNDRAISING - SPIRIT ITEMS (A-461-06)	15
		FUNDRAISING - VENDOR DISCOUNT	
	31	COUPONS/BOOKS/CARDS (A-461-07)	15
		IMPREM - SILK SCREENED, IMPRINTED, EMBROIDERED	
	32	ITEMS (A-200-74)	15
	33	IMPREM - SPECIALTY & PROMOTIONAL ITEMS (A-037-00)	15
		IMPREM - STUDENT & STAFF AWARDS, TROPHIES &	
	34	INCENTIVES (A-080-78)	15

<u>Brand IQ, Inc.</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Amy Burks/Wanda Tye	4	BOTTLED DRINKING WATER A-390-91	5
281-218-6403	25	FUNDRAISING - CANDLES/SCENTED PRODUCTS (A-461-02)	10
281-218-7159 Fax	29	FUNDRAISING - SPIRIT ITEMS (A-461-06)	15
jodi@brandiqinc.com	32	IMPREM - SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (A-200-74)	15
	33	IMPREM - SPECIALTY & PROMOTIONAL ITEMS (A-037-00)	10
	34	IMPREM - STUDENT & STAFF AWARDS, TROPHIES & INCENTIVES (A-080-78)	15

<u>Herff Jones</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Mark Branch	1	GOE – GENERAL OPERATING SUPPLIES A-393-20	0
713-864-6464 ext. 107	11	GRADUATION SUPPLIES A-578-45	0
713-864-9955 Fax	28	FUNDRAISING - GIFT ITEMS (A-461-04)	0
mark@hjgradcenter.com	29	FUNDRAISING - SPIRIT ITEMS (A-461-06)	0
	31	FUNDRAISING - VENDOR DISCOUNT COUPONS/BOOKS/CARDS (A-461-07)	0
	32	IMPREM - SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (A-200-74)	0
	33	IMPREM - SPECIALTY & PROMOTIONAL ITEMS (A-037-00)	0
	34	IMPREM - STUDENT & STAFF AWARDS, TROPHIES & INCENTIVES (A-080-78)	0

<u>JM Specialties</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Richard Ryan	15	PRINTING SERVICES – OUTSIDE A-966-18	25
979-549-5119	22	FLAGS A-350-10	25
None	23	FLAGS A-350-71	25
jmspecialties@jmspecialties.com	27	FUNDRAISING - GENERAL MERCHANDISE (A-461-01)	25
	29	FUNDRAISING - SPIRIT ITEMS (A-461-06)	25
	32	IMPREM - SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (A-200-74)	25
	33	IMPREM - SPECIALTY & PROMOTIONAL ITEMS (A-037-00)	25
	34	IMPREM - STUDENT & STAFF AWARDS, TROPHIES & INCENTIVES (A-080-78)	25

<u>Marsha's Ink</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Austin Buchanan	27	FUNDRAISING - GENERAL MERCHANDISE (A-461-01)	0
713-661-2727	28	FUNDRAISING - GIFT ITEMS (A-461-04)	0
713-661-7750 Fax	29	FUNDRAISING - SPIRIT ITEMS (A-461-06)	0
sales@marshasink.com	32	IMPREM - SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (A-200-74)	0
	33	IMPREM - SPECIALTY & PROMOTIONAL ITEMS (A-037-00)	0
	34	IMPREM - STUDENT & STAFF AWARDS, TROPHIES & INCENTIVES (A-080-78)	0

<u>Nestle Waters North America</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Kathy Nieto	4	BOTTLED DRINKING WATER A-390-91	0
800-950-9397			
508-977-8508 Fax			
kathy.nieto@waters.nestle.com			

<u>Poparazzis Gourmet Popcorn</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Keith Williams	5	CATERING/GOE – RESTAURANTS & CATERING FOR MEETINGS & EVENTS A-393-09	0
713-623-1767	26	FUNDRAISING - FOOD PRODUCTS (A-461-05)	0
281-997-7545 Fax			
mocity@poparazzispopcorn.com			

<u>Pop's Tees</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Larry Burleson	32	IMPREM - SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (A-200-74)	0
832-330-3740			
None			
sales@popstees.com			

<u>Priority Printing & Support Services</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Mercedes Nanson	14	PRINTING SERVICES – NEWSPRINT A-966-17	5
713-575-9800	15	PRINTING SERVICES – OUTSIDE A-966-18	5
713-583-1955 Fax	16	PUBLICATIONS/NEWSPAPERS/ADVERTISING/MEDIA RELEASE A-915-71	5
priorityprintingss@gmail.com	29	FUNDRAISING - SPIRIT ITEMS (A-461-06)	5
	30	FUNDRAISING - STATIONERY/PAPER GOODS (A-461-03)	5
	31	FUNDRAISING - VENDOR DISCOUNT COUPONS/BOOKS/CARDS (A-461-07)	5
	32	IMPREM - SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (A-200-74)	5
	33	IMPREM - SPECIALTY & PROMOTIONAL ITEMS (A-037-00)	5

<u>Profit Plus, Inc.</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Cheryl Wright	26	FUNDRAISING - FOOD PRODUCTS (A-461-05)	0
713-690-1640	29	FUNDRAISING - SPIRIT ITEMS (A-461-06)	0
713-690-7802 Fax			
rmc@profitplususa.com			

<u>Susie's Southern Cooking</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Susie Clark	5	CATERING/GOE – RESTAURANTS & CATERING FOR MEETINGS & EVENTS (A-393-09)	0
512-350-6921			
512-272-9991 Fax			
ssoutherncooking@gmail.com			

<u>The Label</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Ashley Castro	21	FLOWERS, PLANTS & GIFTS (A-393-05)	20
281-610-0663	29	FUNDRAISING - SPIRIT ITEMS (A-461-06)	20
None	32	IMPREM - SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (A-200-74)	20
thelabel1@hotmail.com	33	IMPREM - SPECIALTY & PROMOTIONAL ITEMS (A-037-00)	20
	34	IMPREM - STUDENT & STAFF AWARDS, TROPHIES & INCENTIVES (A-080-78)	20

<u>Venuworks of Houston</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Jeffery Kossow/Robert Guillen 832-842-3100 None jeff.kossow@entertainhouston.com robert.guillen@entertainhouston.com	7	EVENT CENTER, BANQUET FACILITIES AND VENUES A-962-34	0

<u>Walmart - Silverlake</u>	<u>Line</u>	<u>Categories Bid</u>	<u>% Discount</u>
Marva Hargrove 713-436-2899 713-436-5840 Fax None	1	GOE – GENERAL OPERATING SUPPLIES A-393-20	0