



ALVIN INDEPENDENT SCHOOL DISTRICT

Mickie Dietrich
Director of Purchasing

August 23, 2017

TO: PATRICK MILLER

FROM: MICKIE DIETRICH, PAULA URSERY

SUBJ: Request for Award of Proposal #1709 GOE – General Operating Expenses

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.

The proposal was extended based on prior year's usage, staff requests and vendor requests. Over 39 vendors were extended packets by Ion Wave and email (21 invited from Ion Wave and 18 invitations were extended upon requests by budget managers and end user departments). There were 16 qualified responses. Additional information on the proposal was extended through legal notices in our county newspaper as well as the District website to solicit participation in our bidding process.

Attached please find the 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 #1709 GOE – General Operating Expenses catalog proposal as a non-exclusive award.

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 September, 2020. Additional proposals of this nature may 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.

The following categories and sub-categories were included on 1709 GOE – General Operating Expenses Catalog Discount Proposal:

GOE–GENERAL OPERATING SUPPLIES (A-393-20), INCLUDING: ADJUSTABLE RISER, DESK (A-615-01); ADMINISTRATIVE SOFTWARE (A-209-00); ADMINISTRATIVE SOFTWARE LICENSES (A-963-45); BOTTLED DRINKING WATER (A-390-91); CATERING/RESTAURANTS & CATERING FOR MEETINGS & EVENTS (A-393-09); DRY CLEANING SERVICES (A-954-20); EVENT CENTER/BANQUET FACILITIES (A-962-34); FOOD PREP AREAS; CATERING SUPPLIES/EQUIPMENT (A-393-08); FOOD PREP AREAS; GROCERY & RETAIL (A-393-07); FOOD PREP AREAS; SMALL WARES (A-240-00); GRADUATION SUPPLIES (A-578-45); MEETING & EVENT SUPPLIES (A-037-34); PHOTO PROCESSING SERVICES (A-915-72); PRINTING SERVICES – NEWSPRINT (A-966-17); PRINTING SERVICES – OUTSIDE (A-966-18); PUBLICATIONS/NEWSPAPERS/ADVERTISING/MEDIA RELEASE (A-915-71); MAILING SERVICES (A-962-64); SUPPORT SERVICES UNIFORM RENTAL (A-954-00); TRANSPORTATION – AREA STUDENT ACTIVITIES (A-924-81); TRANSPORTATION – VEHICLE RENTAL (A-962-34); FLOWERS, PLANTS & GIFTS (A-393-05); FLAGS (A-350-10) & (A-350-71) & FLAG POLES (A-350-30); FUNDRAISING, INCLUDING: CANDLES/SCENTED PRODUCTS (A-461-02); FOOD PRODUCTS (INCLUDING RESTAURANT FAMILY NIGHT FUNDRAISING) (A-461-05); GENERAL MERCHANDISE (A-461-01); GIFT ITEMS (A-461-04); SPIRIT ITEMS (A-461-06); STATIONERY/PAPER GOODS (A-461-03) & VENDOR DISCOUNT COUPONS/BOOKS/CARDS (A-461-07); IMPRINTED ITEMS, INCLUDING: SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (A-200-74); SPECIALTY & PROMOTIONAL ITEMS (A-037-00); STUDENT & STAFF AWARDS, TROPHIES & INCENTIVES (A-080-78).