



ALVIN INDEPENDENT SCHOOL DISTRICT

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AUGUST 27, 2018

TO: PAT MILLER, Associate Superintendent Student Learning Environment

FROM: MICKIE DIETRICH, Director of Purchasing

SUBJ: Request for Award of Proposal #1809FUNDRAISER

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.

Bid packets were provided to all campus librarians and secretaries for distribution to Fundraiser vendors. 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.

As State Law requires aggregate purchases (an accumulation of yearly purchases) to be grouped into categories or commodities, the following categories were extended under this proposal.

- Book Fairs (FUNDBOOKFAIR)
- Food Products (Including: Restaurant Family Night Fundraising (FUNDFOODPRD)
- Candles/Scented Products (FUNDCANDLE)
- General Merchandise (FUNDGENRL)
- Vendor Discount Coupons/Books/Cards (FUNDSPRTCRD)
- Spirit Items (FUNDSPIRIT)
- Gift Items (FUNDGIFTS)
- Stationary/Paper Goods (FUNDPPRGS)

These sub-categories were extended with commodity coding to provide for future yearly aggregate financial trackability. The following sub-categories were included on the 1809 FUNDRAISER CATALOG DISCOUNT PROPOSAL:

SECTION 1: FUND RAISING ITEMS – CANDLES/SCENTED PRODUCTS:

This proposal covers all fund raising items including but not limited to candles, wax chips, scented items and products associated with commodity code (FUNDCANDLE).

SECTION 2: FUND RAISING ITEMS – FOOD PRODUCTS: This proposal covers all fund raising items including food products, including but not limited to bread items, chocolate, candy, cookie dough, food mixes, meats, Restaurant Family Night Fundraising and products associated with commodity code (FUNDFOODPRD).

SECTION 3: FUND RAISING ITEMS – GENERAL MERCHANDISE:

This proposal covers all fund raising items including but not limited to all items not otherwise classified under commodity code (FUNDGENRL).

SECTION 4: FUND RAISING ITEMS – GIFT ITEMS:

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 (FUNDGIFTS).

SECTION 5: FUND RAISING ITEMS – SPIRIT ITEMS:

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 (FUNDSPIRIT).

SECTION 6: FUND RAISING ITEMS – STATIONERY/PAPER GOODS:

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 (FUNDPFRGS).

SECTION 7: FUND RAISING ITEMS – VENDOR DISCOUNT COUPONS/BOOKS/CARD :

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 (FUNDSPRTCRD).

SECTION 8: BOOK FAIRS – VENDOR DISCOUNT BOOK FAIR ITEMS:

This proposal covers all fund raising items including but not limited to Book Fair vendor discounts and all items associated with commodity code (FUNDBOOKCRD).

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. The total yearly expenditure is not guaranteed for the term of the contract to any one vendor as award is requested as a non-exclusive award contract. Renewal of this contract is not anticipated until August, 2021. 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.

Staff will be required to utilize the approved vendors first, if the supplies requested are not available, outside vendors may be utilized.

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 #1809FUNDRAISER Catalog proposal as a non-exclusive award. The district received 4 qualified responses.

#1809 FUNDRAISER VENDOR ANALYSIS

<u>Dulce Restaurants - Krispy Kreme</u>	<u>Categori es Bid</u>	<u>Description</u>	<u>% Disco unt</u>
Keith Hughes 832-856-9767 None kk1234@dulce- krispykreme.com		FUNDRAISER – FOOD PRODUCTS (Including-Restaurant Family Night Fundraising) (FUNDFOODPRD)	50

<u>Follett School Solutions, inc</u>	<u>Categori es Bid</u>	<u>Description</u>	<u>% Disco unt</u>
Stephanie Davern 888-511-5114		FUNDRAISER - BOOK FAIRS (FUNDBOOKFAIR)	0
		FUNDRAISER - GENERAL MERCHANDISE (FUNDGENRL)	0
800-852-5458 Fax follettbookfairs@follett.c om		FUNDRAISER - STATIONERY/PAPER GOODS (FUNDPGRGDS)	0
		FUNDRAISER - VENDOR DISCOUNT COUPONS/BOOKS/CARDS (FUNDSPRTCRD)	0

<u>Houston Pizza Venture LLP DBA Papa Johns</u>	<u>Categori es Bid</u>	<u>Description</u>	<u>% Disco unt</u>
Teresa Nicknish 281-580-6080 281-5808489 Fax tnicknish@pjhouston.co m		FUNDRAISER – FOOD PRODUCTS (Including-Restaurant Family Night Fundraising) (FUNDFOODPRD)	25

<u>Pepperoni's</u>	<u>Categori es Bid</u>	<u>Description</u>	<u>% Disco unt</u>
Tarek Salti 281-240-1020 tarek@pepperonis.net		FUNDRAISER – FOOD PRODUCTS (Including-Restaurant Family Night Fundraising) (FUNDFOODPRD)	20
		FUNDRAISER - SPIRIT ITEMS (FUNDSPIRIT)	20