



## ALVIN INDEPENDENT SCHOOL DISTRICT

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*Mickie Dietrich*  
Director of Purchasing

November 15, 2019

TO: PATRICK MILLER

FROM: MICKIE DIETRICH, AVA BEDDINGFIELD

SUBJ: Request for Award of Proposal #1912GENERAL OPERATING EXPENSE - RFP

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 **23** vendors were extended packets by postal mail and email (**22** from expiring proposal #1704GOE). There were **22** qualified responses. Additional information on the proposal was extended through 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 Purchasing Department for participation and evaluation.

*The Total Annual Expenditures from the past vendors under previous contracts are as follows:*

2016	2017	2018
\$93,922.43	\$245,777.06	\$284,319.83

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 December, 2022. 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.

Attached please find the vendor profiles that details the approved qualified vendor information, commodity sub-category discounts off catalogs and other pertinent information extracted from their qualified proposals. Request approval for award to all vendors meeting specifications outlined under the Proposal #1912 GENERAL OPERATING EXPENSE- RFP as a non-exclusive award.

This proposal was extended with 43 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 the 1912 General Operating Expense Request for Proposal:

**IDENTIFIED CATEGORIES:**

**SECTION 1:**

- \* GOE–GENERAL OPERATING SUPPLIES (**G OES**) – to include Store Fronts, *does not included office supplies*
- \* ADJUSTABLE RISER, DESK (**ADJRIDESK**)
- \* ADMINISTRATIVE SOFTWARE (**ADMINSOFT**)
- \* ADMINISTRATIVE SOFTWARE LICENSES (**ADMINSOFTLIC**)
- \* STUDENT SOFTWARE AND OR LICENSE (**STUDSOFTWLIC**)
- \* CATERING – RESTAURANTS & CATERING FOR MEETINGS (**RESCATER**)
- \* DRY CLEANING SERVICES (**SERDRYCLEA**)
- \* EVENT CENTER/BANQUET FACILITIES (**EVENT**)
- \* FOOD – GROCERY & RETAIL: FOOD FOR STUDENTS (**FOODSTUDENT**)
- \* FOOD – GROCERY & RETAIL: FOOD FOR STAFF (**FOODSTAFF**)
- \* FOOD – GROCERY & RETAIL: FOOD FOR CONCESSION STAND (**FOODCONCESS**)
- \* FOOD – GROCERY & RETAIL: FOOD FOR PARENTS (**FOOTPARENTS**)
- \* FOOD – PAPER GOODS, UTENSILS, FLATWARE & SMALL WARES (**FOOD\_PAPR\_GDS**)
- \* GRADUATION SUPPLIES (**GRADSUPPL**)
- \* MEETING & EVENT SUPPLIES (**DECORMTGSUP**)
- \* PHOTO PROCESSING SERVICES (**PHOTOGROUP**)
- \* PRINTING SERVICES – NEWSPRINT (**NEWSPRINT**)
- \* PRINTING SERVICES – OUTSIDE (**PRINTOUTSID**)
- \* PUBLICATIONS/NEWSPAPERS/ADVERTISING/MEDIA RELEASE (**NEWWRITE**)
- \* MAILING SERVICES (**MAILSERVICE**)
- \* SUPPORT SERVICES UNIFORM RENTAL (**MNTUNIFOR**)
- \* FLOWERS, PLANTS & GIFTS (**GIFTFLWRS**)
- \* FLAGS -PENNANTS, DECORATIVE FANS & DRAPES, CUSTOM DESIGNED (**FLAGSFLAGS**)
- \* FLAGS INCLUDING STATE & US (**FLAGSUSSTATE**)
- \* FLAG POLES (**FLAGSPOLES**)

**SECTION 2:**

- \* FUNDRAISING - CANDLES/SCENTED PRODUCTS (**FUNDCANDLE**)
- \* FUNDRAISING – BOOK FAIRS (**FUNDBOOKFAIR**)
- \* FUNDRAISING - FOOD PRODUCTS (INCLUDING RESTAURANT FAMILY NIGHT FUNDRAISING) (**FUNFOOD**)
- \* FUNDRAISING - GENERAL MERCHANDISE (**FUNDGENRL**)
- \* FUNDRAISING - GIFT ITEMS (**FUNDGIFTS**)
- \* FUNDRAISING - SPIRIT ITEMS (**FUNDSPIRIT**)
- \* FUNDRAISING - STATIONERY/PAPER GOODS (**FUNDPPRGS**)
- \* FUNDRAISING - VENDOR DISCOUNT COUPONS/BOOKS/CARDS (**FUNDSPRTCRD**)

**SECTION 3:**

- \* IMPREM - SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (**SHIRTIMPR**)
- \* IMPREM - SPECIALTY & PROMOTIONAL ITEMS (**SPECIAL**)
- \* IMPREM - STUDENT & STAFF AWARDS, TROPHIES & INCENTIVES (**AWARDTROPH**)

**SECTION 4:**

- \* CHILD NUTRITION - BOTTLED DRINKING WATER (**NUTRBTLWATR**)
- \* CHILD NUTRITION – DRY GOODS/CANNED & FROZEN (**NUTDRYCAN**)
- \* CHILD NUTRITION – CAFÉ'/KITCHEN EQUIPMENT MAINTENANCE (**NUTREQPMNT**)
- \* CHILD NUTRITION – CAFETERIA & KITCHEN EQUIPMENT & MISC. (**NUTREQUIP**)
- \* CHILD NUTRITION - FOOD PREP AREAS; CATERING SUPPLIES (**NUTRFDPRCAT**)
- \* FOOD PREP AREAS; GROCERY & RETAIL (**NUTRFDPRGRO**)
- \* FOOD PREP AREAS; SMALL WARES (**NUTRFDPRAR**)