



ALVIN INDEPENDENT SCHOOL DISTRICT

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TO: RORY S. GESCH

FROM: MICKIE DIETRICH

SUBJ: Request for Award of Proposal #2203GOE 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 **40** vendors were extended packets through mail, fax and email. 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 District received **24** qualified responses.

This proposal was extended with **27** 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 **2203 GOE CATALOG DISCOUNT PROPOSAL**:

SECTION 1:

- * GOE-GENERAL OPERATING SUPPLIES (**GOES**) – to include Store Fronts, *does not include office supplies*
- * MAINTENANCE AND REPAIR SERVICES NOT OTHERWISE CLASSIFIED(**MNTMNTREPAR**);
- * INSTRUCTIONAL-TEACHING AID/SUPPLIES NOT OTHERWISE CLASSIFIED (**INSTAIDSSUP**)
- * POLICE SUPPLIES AND EQUIPMENT-NOT OTHERWISE CLASSIFIED (**POLISUPP**);
- * DIRT\TOP SOIL\FILL DIRT\CRUSH GRANITE\TRACK MATERIAL AND OTHERWISE NOT CLASSIFIED (**MNTDIRTSOIL**);
- * ADMINISTRATIVE SOFTWARE (**ADMINSOFT**);
- * ADMINISTRATIVE SOFTWARE LICENSES (**ADMINSOFTLIC**);
- * APPLIANCES (**APPLIANCES**);
- * STUDENT SOFTWARE AND OR LICENSE (**STUDSOFTWLIC**);
- * 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 (**FOODPARENTS**);
- * FOOD – PAPER GOODS, UTENSILS, FLATWARE & SMALL WARES (**FOOD_PAPR_GDS**);
- * ICE MACHINE (**ICE_MACH_PURCH**);
- * CATERING – RESTAURANTS & CATERING FOR MEETINGS (**RESTCATER**);
- * DRY CLEANING SERVICES (**SERVDRYCLEAN**);
- * PHOTO PROCESSING SERVICES (**PHOTOGROUP**);

- * PRINTING SERVICES – NEWSPRINT (**NEWSPRINT**);
- * PRINTING SERVICES – OUTSIDE (**PRINTOUTSID**);
- * PUBLICATIONS/NEWSPAPERS/ADVERTISING/MEDIA RELEASE (**NEWSWRITE**);
- * MAILING SERVICES (**MAILSERVICE**);
- * SUPPORT SERVICES UNIFORM RENTAL (**MNTUNIFOR**);
- * FLOWERS, PLANTS & GIFTS (**GIFTFLWRS**);
- * IMPREM - SILK SCREENED, IMPRINTED, EMBROIDERED ITEMS (**SHIRTIMPR**);
- * IMPREM - SPECIALTY & PROMOTIONAL ITEMS (**SPECIAL**);
- * IMPREM - STUDENT & STAFF AWARDS, TROPHIES & INCENTIVES (**AWARDTROPH**)

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 March, 2025. 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 bid proposals. Request approval for award to all vendors meeting specifications outlined under the #2203GOE Catalog Discount Proposal as a non-exclusive award.