

EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of August 30, 2011
 Agenda Item:
 Attachment

TO: Board of Trustees
 FROM: Dan Moser, Superintendent
 PREPARED BY: Marcus Battle, Associate Superintendent of Business Services
 SUBJECT: Award the Request for Proposals (RFP), RFP-01-11-12, for contracts for the purchase of Stores Warehouse Supplies.

The RFP was sent out to thirty three (33) known vendors and was available on the East Side Union High School District's website. The District received twenty one (21) responsive and responsible proposals.

The evaluation process consisted of reviewing exceptions and compliance with specifications for each proposal. The proposals were scored in accordance with the scoring matrix in the RFP (see below). Products are being recommended for award by line items to multiple vendors.

| RFP Evaluation Criteria | Value |
|--|-------|
| Pricing | 85% |
| Product Specifications | 10% |
| Vendor Qualifications/Past Relationship with ESUHSD/References | 5% |
| Total | 100% |

| RFP | Bid Opening | Legal Advertisements | Advertisement Date(s) | Project Description |
|--------------|---------------|---|---|---|
| RFP-01-11-11 | July 27, 2011 | San Jose Post-Record and Challenge Newsletter; RFP was also available on the District's website | July 5, 2011 & July 12, 2011 in both newspapers | The purchase of Stores Warehouse Supplies consisting of paper, health, custodial, Art, PE, and Audio-visual supplies to be awarded by line items to multiple vendors. |

Bid results are as follows:

1. WHITE PAPER: Five (6) vendors submitted pricing for white paper. Not every vendor bid on all of the paper items. Recommendation is based on the RFP evaluation criteria by line as determined to be in the best interest of the district.

| CONTRACTOR | BASE BID | AMOUNT TO BE AWARDED |
|----------------------------------|-------------|----------------------|
| Liberty Paper | \$85,680.00 | \$85,680.00 |
| Office Depot | \$89,040.00 | |
| Unisource | \$90,484.80 | |
| Southwest School & Office Supply | \$91,056.00 | |
| Kelly Paper | \$96,432.00 | |
| School Specialty | \$98,448.00 | |

Recommendation: Liberty Paper.

2. LASER PAPER: Two (3) vendors submitted pricing for laser paper. Not every vendor bid on all of the paper items. Recommendation is based on the RFP evaluation criteria by line as determined to be in the best interest of the district.

| CONTRACTOR | BASE BID | AMOUNT TO BE AWARDED |
|----------------------------------|------------|----------------------|
| Kelly Paper | \$4,280.00 | \$4,280.00 |
| Office Depot | \$4,576.00 | |
| Southwest School & Office Supply | \$5,176.00 | |

Recommendation: Kelly Paper

3. COLOR PAPER: Eight (5) vendors submitted pricing for color paper. Not every vendor bid on all of the paper items. Recommendation is based on the RFP evaluation criteria by line as determined to be in the best interest of the district.

| CONTRACTOR | BASE BID | AMOUNT TO BE AWARDED |
|----------------------------|-------------|----------------------|
| Unisource Worldwide | \$16,416.00 | \$16,416.00 |
| Kelly Paper | \$18,864.00 | |
| Southwest School Supply | \$19,104.00 | |
| School Specialty | \$20,256.00 | |
| Office Depot | \$23,760.00 | |

Recommendation: Unisource Worldwide

4. AUDIO VISUAL-PROJECTOR BULBS: Two (2) vendors submitted pricing for projector bulbs. Not every vendor bid on all projector bulbs. Recommendation is based on the RFP evaluation criteria by line as determined to be in the best interest of the district.

| CONTRACTOR | BASE BID | AMOUNT TO BE AWARDED |
|-----------------------------------|------------|----------------------|
| Standard Stationery Supply | \$1691.60 | \$1691.60 |
| Southwest School Supply | \$2,829.56 | |

Recommendation: Standard Stationery Supply

5. HEALTH SUPPLIES: Ten (10) vendors submitted pricing for health supplies. Not every vendor bid on all of the health supplies. Recommendation is based on the RFP evaluation criteria by line as determined to be in the best interest of the district.

| CONTRACTOR | BASE BID | AMOUNT TO BE AWARDED |
|----------------------------------|-------------|----------------------|
| Henry Schein | \$14,460.40 | \$1,007.86 |
| School Health Corporation | \$10,863.20 | \$1,226.00 |
| Clean Source | \$11,606.64 | \$1,532.64 |
| Waxie Sanitary | \$10,114.00 | \$2,920.00 |
| Unisource Worldwide | \$14,245.84 | \$3,402.00 |
| California Janitorial Supply | \$11,453.60 | |
| Cannon Sports | \$1,410.32 | |
| Office Depot | \$14,535.30 | |
| Southwest School Supply | \$6,712.38 | |
| Standard Stationery Supply | \$104.00 | |

Recommendation: Henry Schein, School Health Corp, Clean Source, Waxie Sanitary, and Unisource Worldwide.

6. CUSTODIAL SUPPLIES: Fourteen (14) vendors submitted pricing for custodial supplies. Not every vendor bid on all of the custodial supplies. Recommendation is based on the RFP evaluation criteria by line as determined to be in the best interest of the district.

| CONTRACTOR | BASE BID | AMOUNT TO BE AWARDED |
|------------------------------|--------------|----------------------|
| Southwest School Supply | \$147,782.54 | \$354.00 |
| School Health | \$7,582.58 | \$549.60 |
| West-Lite Supply | \$22,464.22 | \$994.20 |
| Waxie Sanitary | \$65,871.78 | \$1,790.24 |
| California Janitorial Supply | \$155,044.62 | \$10,435.20 |
| Regency Lighting | \$23,056.30 | \$15,757.80 |
| Clean Source | \$250,049.97 | \$32,399.40 |
| P & R Paper Supply Co. | \$104,794.20 | \$66,125.48 |
| Unisource Worldwide | \$195,794.82 | \$75,275.00 |
| Office Depot | 60,005.18 | |
| Standard Stationery Supply | \$383.74 | |
| E-Poly Star | \$12,290.00 | |
| Battery System | \$5,914.90 | |
| Henry Schein | \$1,078.56 | |

Recommendation: Southwest School Supply, School Health, West-Lite Supply, Waxie Sanitary, California Janitorial Supply, Regency Lighting, Clean Source, P & R Paper Supply Co. and Unisource Worldwide.

7. ART SUPPLIES: Six (6) vendors submitted pricing for Art supplies. Not every vendor bid on all of the Art supplies. Recommendation is based on the RFP evaluation criteria by line as determined to be in the best interest of the district.

| CONTRACTOR | BASE BID | AMOUNT TO BE AWARDED |
|---------------------------|-------------|----------------------|
| Dick Blick | \$3,961.20 | \$369.00 |
| S & S Worldwide Inc. | \$3,299.41 | \$1,094.00 |
| School Specialty | \$23,799.60 | \$1,569.30 |
| Office Depot | \$30,289.08 | \$1,987.55 |
| Standard Stationer Supply | \$19,335.12 | \$3,997.36 |
| Southwest School Supply | \$26,160.15 | \$13,159.12 |

Recommendation: Dick Blick, S & S Worldwide Inc, School Specialty, Office Depot, Standard Stationer Supply & Southwest School Supply.

8. PE/ATHLETICS SUPPLIES: Six (6) vendors submitted pricing for PE/Athletic supplies. Not every vendor bid on all of the PE/Athletic supplies. Recommendation is based on the RFP evaluation criteria by line as determined to be in the best interest of the district.

| CONTRACTOR | BASE BID | AMOUNT TO BE AWARDED |
|---------------------------------|------------|----------------------|
| School Specialty | \$1,235.76 | \$287.40 |
| S & S Worldwide Inc. | \$1,624.20 | \$296.16 |
| Cannon Sports | \$3,403.92 | \$472.88 |
| Sport Supply Group Inc | \$3,514.48 | \$2,170.00 |
| Southwest School Supply | \$729.48 | |
| Office Depot | \$1,170.72 | |

Recommendation: School Specialty, S & S Worldwide Inc, Cannon Sports and Sport Supply Group

\$347,239.79

FISCAL IMPACT:

The amounts to be awarded are for the estimated annual usage by the District. However, during the school year, Purchasing may need to procure additional stock. Therefore all vendors will be honoring the RFP pricing through July 31, 2012.

FUNDING SOURCE:

General Stores Fund

RECOMMENDATION:

It is recommended that the Board of Trustees ratify and award the Request for Proposals (RFP), RFP-01-11-12 Stores Warehouse Supplies to the multiple vendors as detailed above. And to authorize the Purchasing Department to procure the items at the initial amount of \$347,239.79 and to procure additional items as needed within the term of the RFP (August 30, 2011 through July 31, 2012) as needed.
