

EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of June 21, 2012
 Agenda Item:
 Attachment

TO: Board of Trustees

FROM: Dan Moser, Superintendent

PREPARED BY: Marcus Battle, Associate Superintendent of Business Services and Donna Bertrand, C.P.M., Contract Administration Coordinator

SUBJECT: Award the Request for Proposals (RFP), RFP-24-11-12, for contracts for the purchase of Stores Warehouse Supplies.

The RFP was sent out to thirty-one (31) known vendors and was available on the East Side Union High School District's website. The District received twenty-four (24) 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-24-11-12	June 5, 2012	San Jose Post-Record and Challenge Newsletter; RFP was also available on the District's website	May 14, 2012 & May 21, 2012 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:

- WHITE PAPER:** Five (5) vendors submitted pricing. 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	\$81,312.00	\$81,312.00
Southwest School & Office Supply	\$82,320.00	
Office Depot	\$82,656.00	
Liberty Paper	\$83,328.00	
Kelly Paper	\$83,664.00	

Recommendation: Unisource Worldwide.

2. LASER PAPER: Three (3) vendors submitted pricing. 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	\$4,200.00	\$4,200.00
Office Depot	\$4,576.00	
Southwest School & Office Supply	\$4,480.00	

Recommendation: Kelly Paper

3. COLOR PAPER: Five (5) vendors submitted pricing. 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	\$15,312.00	\$15,312.00
Kelly Paper	\$16,896.00	
Liberty Paper	\$17,072.00	
Southwest School & Office Supply	\$22,125.24	
Office Depot	\$22,376.00	

Recommendation: Unisource Worldwide

4. AUDIO VISUAL-PROJECTOR BULBS: Three (3) vendors submitted pricing. 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
Competitive Edge	\$250.00	\$250.00
Pyramid School Products	\$268.08	
Southwest School & Office Supply	\$348.96	

Recommendation: Competitive Edge

5. HEALTH SUPPLIES: Fourteen (14) vendors submitted pricing. 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
Southwest School & Office Supply	\$7,554.40	\$96.96
School Health	\$8,970.66	\$290.88
P & R Paper Supply	\$7,211.12	\$366.44
United Health Supplies	\$9,768.58	\$614.34
Henry Schein	\$11,160.90	\$618.52
Unisource Worldwide	\$8,566.08	\$1,684.08
Interboro Packaging Co.	\$4,333.36	\$3,890.00
Cannon Sports	\$227.52	
California Janitorial Supply	\$5,342.36	
Central Poly Corporation	\$5,856.68	
CleanSource	\$6,801.40	
NASCO	\$7,150.00	
Pyramid School Products	\$10,190.48	
Office Depot	\$14,013.68	

Recommendation: Southwest School & Office Supply, School Health, P & R Paper Supply, United Health Supplies, Henry Schein, Unisource Worldwide and Interboro packaging Co.

6. CUSTODIAL SUPPLIES: Thirteen (13) vendors submitted pricing. 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
Pyramid School Products	\$12,211.35	\$574.69
Battery System	\$31,439.76	\$792.96
Southwest School & Office Supply	\$137,879.40	\$9,096.38
Interboro Packaging Co.	\$12,240.50	\$9,860.00
California Janitorial Supply	\$88,296.37	\$10,652.94
Regency Lighting	\$34,470.42	\$13,309.80
CleanSource	\$190,362.61	\$27,240.70
P & R Paper Supply Co.	\$208,652.95	\$51,576.00
Unisource Worldwide	\$155,135.12	\$79,222.00
Office Depot	\$194,491.08	
Unipak Corp.	\$14,555.00	
All American Poly	\$19,065.00	
Central Poly Corp.	\$93,587.50	

Recommendation: Pyramid School Products, Battery System, Southwest School & Office Supply, Interboro Packaging Co., California Janitorial Supply, Regency Lighting, CleanSource, P & R Paper Supply Co., and Unisource Worldwide.

7. ART SUPPLIES: Six (6) vendors submitted pricing. 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
Pyramid School Products	\$2,866.76	\$494.64
NASCO	\$11,977.24	\$499.60
Standard Stationery Supply	\$8,780.64	\$930.88
Southwest School & Office Supply	\$8,436.72	\$1,347.22
Office Depot	\$9,800.00	\$4,994.76
S & S Worldwide Inc.	\$1,175.72	

Recommendation: S & S Worldwide Inc., Pyramid School Products, NASCO, Standard Stationery Supply, Southwest School & Office Supply, and Office Depot.

8. PE/ATHLETICS SUPPLIES: Nine (9) vendors submitted pricing. 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
Southwest School & Office Supply	\$347.24	\$46.44
NASCO	\$1,937.00	\$50.40
S & S Worldwide Inc.	\$1,714.78	\$108.36
Cannon Sports	\$1,428.28	\$203.64
Henry Schein	\$544.68	\$544.68
Pyramid School Products	\$1,228.16	\$83.76
Sport Supply	\$2,004.15	\$861.99
School Health	\$402.00	
Office Depot	\$498.04	

Recommendation: Southwest School & Office Supply, NASCO, S & S Worldwide Inc., Cannon Sports, Henry Schein, Pyramid School Products and Sport Supply.

\$321,127.86 estimated annual usage

FISCAL IMPACT:

The above amounts are 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, 2013.

FUNDING SOURCE:

General Stores Fund

RECOMMENDATION:

It is recommended that the Board of Trustees award the Request for Proposals (RFP), RFP-24-11-12 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 \$321,127.86 and to procure additional items as needed within the term of the RFP (June 25, 2012 through July 31, 2013).
