


 Date: 8/3/09
 Joseph M. Moore, Chief Operating Officer
 Award approved per School Board Policy 6.14

INVITATION TO BID NO.: 10C-1B – TERM CONTRACT FOR OFFICE SUPPLIES – CATALOG DISCOUNT

DATE: July 16, 2009
 DATE SOLICITED: June 24, 2009

DATE OPENED: July 15, 2009
 DATE POSTED: July 20, 2009

CONTRACT PERIOD: August 18, 2009 through August 17, 2012
 REQUESTING DEPARTMENT: Various Schools and Departments

FINANCIAL IMPACT
 The estimated financial impact to the General Fund budget is \$10,500,000 for a three-year contract period. The source of funds is the various schools and departments budgets.

Items to be purchased include general office supplies such as pens, markers, desk accessories, etc. The discounts are firm for the duration of the contract.

AWARD RECOMMENDATION / TABULATION

<u>VENDOR</u>	<u>MINORITY STATUS</u>	<u>ITEM 1</u>	<u>HYPOTHETICAL TOTAL</u>
Apricot Office Supplies		(42%)	(\$572.25)
Blumberg Office Supply, Inc.		(35%)	(\$706.53)
EMC Office Supplies, Inc.		(53%)	(\$540.73)
Highsmith, Inc.		(8%)	(-0-)
Lamfis Inc. dba Hinson Office Supply		51%	\$505.44
Office Depot		<u>65%</u>	\$344.10
Office Max		(55%)	(\$495.74)
School Specialty		(48%)	(\$580.24)
Staples Advantage		<u>60%</u>	\$423.73

LEGEND:

_____ = Award

() = Reject

MINORITY - (2-African American, 3-Hispanic American, 4-Native American, 5-Asian American, 6-Female, 7-Physically Impaired, 8-Other)

EXCEPTIONS:

Apricot Office Supplies and Office Max – Reject. Bidders submitted incorrect information on the Hypothetical Price Sheet.

Blumberg Office Supply, Inc., EMC Office Supplies, Inc. and School Specialty – Reject. Bidders failed to provide all required information on the Hypothetical Price Sheet in order for their prices to be verified.

Highsmith – Reject. Bidders failed to submit the Hypothetical Price Sheet, did not meet the required delivery time and gave terms and conditions that conflict with those stated in the bid documents.

RECOMMENDATION: It is recommended that awards be made to the top two responsive and responsible bidders, as indicated above, and authorize the use of the next top responsive and responsible bidder meeting the same conditions in the event either of the original awardees cannot fulfill their contract. These bidders completed the Hypothetical Price Sheet resulting in the lowest cumulative net total and provided that same single fixed percentage discount for office supplies off their catalog list prices. Based on meeting these criteria a term contract for Office Supplies should be awarded to Office Depot and Staples for the period August 18, 2009 through August 17, 2012.

Note: Original Bid document is available upon request.

BID PROTEST

Failure to file a protest within the time prescribed in §120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and applicable Board rules, regulations and policies. Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

If a bidder wishes to protest a bid, they must do so in strict accordance with the procedures outlined in FS 120.57(3). Any person who files an action protesting a decision or intended decision pertaining to this bid pursuant to FS 120.57(3)(b), shall post with the Purchasing Department, at the time of filing the formal written protest, a bond secured by an acceptable surety company in Florida payable to the School District of Palm Beach County in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$500 nor more than \$5,000. Bond shall be conditioned upon the payment of all costs that may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check or money order will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the District prevails, it shall recover all costs and charges included in the final order of judgment, including charges by the Division of Administrative Hearings. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protest prevails, he or she shall recover from the District all costs and charges, which shall be included in the final order of judgment.

DISQUALIFYING CRIMES

The bidder certifies by submission of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by the State of Florida or Federal Government. Further, bidder certifies that it has divulged, in its bid response, information regarding any of these actions or proposed actions with other governmental agencies.

SS: GM:KA