

COLLEGE STATION I.S.D.
1812 WELSH, COLLEGE STATION, TX. 77840
(979) 764-5408 * FAX (979) 694-5636

PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Glynn Walker
DATE: May 20, 2015
SUBJECT: Floral and Craft Supplies RFP #15-013


Request for Proposal (RFP) #15-013, Floral and Craft Supplies was mailed April 15, 2015 to ten vendors, posted on the district website and advertised April 15 and April 22, 2015. Eight vendors responded to the RFP, which opened May 12, 2015.

The proposal was based on a discount off retail or shelf pricing. The catalog method of bidding allows an award to multiple vendors and provides a larger product and supplier base for the district. Staff from the Purchasing Department evaluated and scored the proposals using the evaluation criteria in the RFP and provided vendor award recommendations using an evaluation matrix.

It is the recommendation of Mark Pantel, Director of Purchasing and Julie Holliday, Purchasing Specialist to award the Floral and Craft Supplies RFP #15-013 to the following vendors effective July 1, 2015 through June 30, 2017.

Blick Art Materials
Hobby Lobby Creative Centers
Kroger Texas, LP
School Specialty, Inc.
Southern Floral Co.

This RFP may be renewed two (2) additional one year terms if agreed upon by both parties sixty (60) days prior to expiration. Actual prices may be adjusted as retail, shelf or catalog prices change.



Mark Pantel, Director of Purchasing



Julie Holliday, Purchasing Specialist

**COLLEGE STATION INDEPENDENT SCHOOL DISTRICT
EVALUATION MATRIX - RFP#15-013 FLORAL & CRAFT SUPPLIES**

Description	Blick Art Materials		Southern Floral Co.		School Specialty		Discount School Supply		Hobby Lobby		Kroger		Texas Art Supply		ACE Educational Supplies	
	Floral	Craft	Floral	Craft	Floral	Craft	Floral	Craft	Floral	Craft	Floral	Craft	Floral	Craft	Floral	Craft
81-Price	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA
82-Repatriation of Vendor	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA
83-Quality of Goods and Services	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA
84-Neat Districts	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA
85-Vendor's Past Relationship	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA
86-The Impact of the ability of the district to comply with laws of HUB	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA
87-The long term cost to acquire the vendor's goods or services	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA
88-Principal place of business or employs at least 500 persons in State of Texas	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA	A or NA
Vendor Award Recommendation	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	No	No	No	No
Evaluation Notes	MUST ORDER on website to get discounts															
Signature	MUST ORDER on website to get discounts															
Date:	5.20.15															

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT
RFP # 15-013
Floral & Craft Supplies

	Blick Art Materials		Southern Floral Co.		School Specialty			Discount School Supply	
	Floral	Craft	Floral	Craft	Floral	Craft	Floral	Craft	
Percent Discount from Printed Catalog:	No Bid	15% some exclusions	0%	No Response	35/12% list price less 35% on all current School Specialty priced catalogs on 988 prefix items. List Price less 12% on all current School Specialty priced catalogs on 687 prefix items.	35/12% list price less 35% on all current School Specialty priced catalogs on 988 prefix items. List Price less 12% on all current School Specialty priced catalogs on 687 prefix items.	16%		
Percent Discount if No Catalog:	No Bid	no response	0%	No Response	No Response	No Response	No Response	No Response	
Do Not Offer Retail Pricing, % Wholesale Discount	No Bid	no response	Checked	checked	No Response	No Response	No Response	No Response	
Delivery (Working Days):	No Bid	seven - fourteen	2	2	seven - ten	seven - ten	See Formal Letter	See Formal Letter	
Exclusions from Discount Offers:	No Bid	Quantity breaks, drop-ship items, sale or website prices	N/A	N/A	list price less 35% on all current School Specialty priced catalogs on 988 prefix items. List Price less 12% on all current School Specialty priced catalogs on 687 prefix items.	list price less 35% on all current School Specialty priced catalogs on 988 prefix items. List Price less 12% on all current School Specialty priced catalogs on 687 prefix items.	See Formal Letter	See Formal Letter	
Accept Purchase Orders:	No Bid	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Minimum Order:	No Bid				Yes, Free Shipping and handling on supply orders (987 prefix items) of \$49.00 or more., Add \$9.95 for orders under \$49.00 Free Freight on (688 prefix items).	Yes, Free Shipping and handling on supply orders (987 prefix items) of \$49.00 or more., Add \$9.95 for orders under \$49.00 Free Freight on (688 prefix items).			
Re-Stocking Fee:	No Bid	No	\$25.00	\$25.00	Yes, Please visit our Website at Schoolspecialty.com/returns for details.	Yes, Please visit our Website at Schoolspecialty.com/returns for details.	No	No	
Month/Year current Catalog published:	No Bid	No *some exceptions may apply January 2015, next catalog January 2016	on hard goods 20%	N/A	Jan. 1, 2015, next catalog will be published on Jan. 1, 2016	Jan. 1, 2015, next catalog will be published on Jan. 1, 2016	March 2015 Next Catalog published July 2015	March 2015, next catalog published July 2015	
Website:	No Bid	www.dickblick.com - must add items to shopping cart and reference discount code QD15000 to see discounted prices	N/A	N/A	www.schoolspecialty.com Please be sure you are logged into your account, contact sales rep for further help.	www.schoolspecialty.com Please be sure you are logged into your account, contact sales rep for further help.	www.discountschoolsupply.com	www.discountschoolsupply.com	
Subsidiaries:	No Bid	no response	N/A	N/A	School Specialty Education Essentials Catalog, School Specialty Art Education Catalog/SAX, School Specialty Special Education Resources Catalog/Abilities, School Specialty Physical Education & Sport Catalog/Sportime, School Specialty Early Childhood Catalog/Childcraft, School Specialty Career & Technical Education /Brodhead Garrett, School Specialty Furniture & Equipment Catalog	School Specialty Education Essentials Catalog, School Specialty Art Education Catalog/SAX, School Specialty Special Education Resources Catalog/Abilities, School Specialty Physical Education & Sport Catalog/Sportime, School Specialty Early Childhood Catalog/Childcraft, School Specialty Career & Technical Education /Brodhead Garrett, School Specialty Furniture & Equipment Catalog	Discount School Supply	Discount School Supply	
Purchasing Coops / State Contracts:	Buyboard#407-12, Harris Cty/Dept of Educ. #15/011MP		N/A	N/A	TCPN	TCPN	Buyboard - the local Government Purchasing Coop	Yes	
Same Discounts as Awarded Coop or State Contract:	No	No	N/A	N/A	Yes	Yes	Yes	Yes	
Rebates from Cooperatives:	No	No	N/A	N/A	2%->\$100,00, 3%->\$250,00, 4%->\$500,000 Prefix 889 Supplies Only, N/A on Bid Items or Sale Price Items, Paid at earned % back to \$1	2%->\$100,00, 3%->\$250,00, 4%->\$500,000 Prefix 889 Supplies Only, N/A on Bid Items or Sale Price Items, Paid at earned % back to \$1	No	No	
References:	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Addendum#1 Included:	No	No	Completed	Completed	Complete	Complete	Complete	Complete	
Felony Conviction Notice:	Complete	Complete	Completed	Completed	Complete	Complete	Complete	Complete	
Debarment:	Complete	Complete	Completed	Completed	Complete	Complete	Complete	Complete	
Conflict of Interest:	Non-Resident	Non-Resident	Completed	Completed	Non-Resident	Non-Resident	Not submitted	Not submitted	
Residence Certification:	Galesburg, IL	Galesburg, IL	Completed	Completed	Non-Resident	Non-Resident	Not submitted	Not submitted	
Location of Business:		Houston, Texas			Greenville, Wisconsin	Greenville, Wisconsin			

