

COLLEGE STATION I.S.D.
9204 ROCK PRAIRIE ROAD, COLLEGE STATION, TX. 77845
(979) 764-5408

PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Martindale
DATE: June 8, 2017
SUBJECT: Floral and Craft Supplies RFP #17-012

Request for Proposal (RFP) #17-012, Floral and Craft Supplies was mailed April 10, 2017 to fifteen vendors, posted on the district website and advertised May 10 and May 17, 2017. Six vendors responded to the RFP, which opened June 6, 2017.

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 #17-012 to the following vendors effective July 1, 2017 through June 30, 2019.

Armadillo Clay
Blick Art Materials
School Specialty, Inc.
Southern Floral Company
Texas Art Supply Company

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
RFP #17-012 Floral and Craft Supplies**

Item Evaluated

Bidders		Armadillo Clay	Southern Floral	Blick Art Materials, LLC	Texas Art Supply Company	Hobby Lobby Creative Centers	School Specialty
1.0	Price: \$ / _____ x 10 = (Lowest Price) (Proposers Price) (Maximum Points)	10.00	10.00	10.00	10.00	10.00	10.00
2.0	The reputation of the vendor and of the vendor's goods and/or services (0-20) =	20	20	20	15	20	18
3.0	The quality of the vendor's goods and/or services (0-20) =	20	20	20	20	10	20
4.0	The extent of which the vendor's goods and/or services meet the District's needs (0-20) =	20	20	20	18	5	15
5.0	The vendor's past relationship with the district; (0-20) =	20	20	20	10	20	20
6.0	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses including small, minority, woman-owned, or labor surplus area firms (CFR 200.321) (0-1) =	0	0	0	0	0	0
7.0	The total long-term cost to the District to acquire vendor's goods and/or services (0-9) =	8	8	8	8	5	8
Sum of Points by Bidder (Sum of above 100 Max.) =		98.00	98.00	98.00	81.00	70.00	91.00
Recommended Vendors:		Yes	Yes	Yes	Yes	No	Yes

Evaluators: Mark Pantel, Julie Holliday

**COLLEGE STATION INDEPENDENT SCHOOL DISTRICT
Floral and Craft Supplies RFP# 17-012**

Description	Armadillo Clay	Southern Floral	Blick Art Materials, LLC	Texas Art Supply Company	Hobby Lobby Creative Centers	School Specialty
Floral Supplies						
Discount from printed catalog price	No bid	0%	No bid	No bid	No response	No bid
Discount, if no catalog published		0%			10% shelf price only	
Do not offer retail pricing, % wholesale discount		0%			No response	
If delivery is required of items shall be typically made in () working days after receipt of District-authorized purchase order.		3 days			No delivery	
List any exclusions from discount offer		N/A			N/A	
Does your company require a minimum order?		No			No	
If yes, what is the amount?		None			None	
Does your company charge a re-stocking fee on returned warehouse stock?		Yes			No	
If yes, what is the fee?		20% after two days			None	
What month and year was your current catalog published?		Last year			N/A	
When will your next catalog be published?		This summer			N/A	
Are products and prices available on your website? If yes what is the web address?		Yes, sss.softoco.com			N/A	
List all subsidiaries of your company that will be included in this proposal:		None			N/A	
Craft Supplies Discount						
Discount from printed catalog price	0-20%	0%	20%	No response	No response	12-35 %
Discount, if no catalog published	No response	0%	No response	10%	10% shelf price only	No bid
Do not offer retail pricing, % wholesale discount	No response	0%	No response	No response	No response	No bid

Description	Armadillo Clay	Southern Floral	Blick Art Materials, LLC	Texas Art Supply Company	Hobby Lobby Creative Centers	School Specialty
If delivery is required of items shall be typically made in () working days after receipt of District-authorized purchase order.	5 days	3 days	7-14 days	5 days	No delivery	3-10 days
List any exclusions from discount offer	Purchase \$100 worth of glazes and tools and receive 10% off glazes and tools, reach \$300 to receive 20%	N/A	Please see attached letter for exclusions and clarifications	The 10% discount applies to the websites "everyday price" which is already discounted from the MSRP list price	N/A	Discount is off the current list price at the time of order. Catalogs may contain a limited number of items that are listed as "net price". Net price items are not eligible for any discounts. Also excluded is any catalog that bears the notation, "no other discounts apply."
Does your company require a minimum order?	No	No	No	Yes	No	No
If yes, what is the amount?	None	None	None	\$10.00	None	NA
Does your company charge a re-stocking fee on returned warehouse stock?	Yes	Yes	No	If it is over 30days	No	Yes
If yes, what is the fee?	20%	20% after two days	None	15%	None	Please refer to website for detailed information
What month and year was your current catalog published?	Online	Last year	Jan-17	No catalog	N/A	Jan-17
When will your next catalog be published?	No response	This summer	Jan-18	No printed catalog	N/A	Jan-18
Are products and prices available on your website? If yes what is the web address?	Yes. Armadilloclay.com	Yes, www.soflora.com	No response	Yes, www.texasart.com	N/A	Yes, www.schoolspecialty.com
List all subsidiaries of your company that will be included in this proposal:	None	None	No response	None	N/A	SAX, Abiliations, Sportime, Childcraft, School Spec. Furniture and Equipment, School Spec. Safety and Security/Guardian

Description	Armadillo Clay	Southern Floral	Blick Art Materials, LLC	Texas Art Supply Company	Hobby Lobby Creative Centers	School Specialty
List any purchasing cooperative contracts or state contracts you are a member of or have been awarded. Please include contract number and term	Region 18 Bid number R18-CB-2016-2017	N/A	Buyboard 487-15, HCDE/Choice Partner 17/004KH, Reg2ESC, Reg3 ESC, Reg19ESC,Reg 20ESC	None	N/A	We participate in several Co-ops including TCPN and Buyboard.
Are the discounts submitted with this RFP the same as quoted for the awarded cooperative or state contract	Yes	N/A	Yes	None	N/A	Yes
Are there any rebates offered for purchases made through this cooperative?	No	N/A	No	None	N/A	Yes, but they are not in this RFP.
EXCLUSIONS OR DEVIATIONS IN PERCENTAGE DISCOUNT:	Freight is not free, it will be calculated and added to the invoice.		Please see attached letter for exclusions and clarifications	If order totals \$600.00 or over, not including matboards, large stretched canvas, or clay. The shipping charge is free, and discount is 20% from web price	Did not complete federal section of Proposer/ Certification forms, see attached letter	None
Authorization:	Complete	Complete	Complete	Complete	Complete	Complete
Proposal Form:	Complete	Complete	Complete	Complete	Complete	Complete
Felony Conviction:	Complete	Complete	Complete	Complete	Complete	Complete
Conflict of Interest:	Complete	Complete	Complete	Complete	Complete	Complete
References:	Complete	Complete	Complete	Complete	Complete	Complete
Non-Collusive Certificate:	Complete	Complete	Complete	Complete	Complete	Complete
Type of Firm:	None	None	None	None	None	None
Proposer/ Vendor Certification Forms:	Complete	Complete	Complete	Complete	Not complete	Complete