



College Station Independent School District

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PURCHASING OFFICE INTER-DEPARTMENTAL MEMO

DATE: June 3, 2021
TO: Amy Drozd, CFO
FROM: Carmella Shafer, Director of Purchasing
SUBJECT: Floral and Craft Supplies RFP 21-010

Request for proposal (RFP) 21-010 Floral and Craft Supplies was issued on April 12th. The RFP was advertised on April 12th and 19th. Eight proposals were submitted for the RFP and opened on May 7, 2021.

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 Carmella Shafer, Director of Purchasing to award the Floral and Craft Supplies RFP #21-010 to the following vendors.

Southern Floral Company
Armadillo Clay
Blick Art Materials
Ace Mart Restaurant Supply
American Ceramic Supply Company
Texas Art Supply
Teachers Discovery Inc.

The Contract Term for this bid will be for twelve (12) months from July 1, 2021, through June 30, 2022. The RFP may be extended for two additional one-year terms if agreed to within 60 days before expiration.


Carmella Shafer, Director of Purchasing

Carmella Shafer, RTSBA
Director for Purchasing
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Mike Martindale
Superintendent of Schools

Supplier Scoring Summary

21-010 RFP - Floral & Craft Supplies

Supplier	Rank		CRITERIA OF EVALUATION RFP#21-010						
	Rank	Score	Purchase price; (30%)	Reputation of the vendor and of the vendor's goods or services;(10%)	The quality of the vendor's goods or services; (15%)	The extent to which the goods or services meet the district's needs; (20%)	The vendor's past relationship with the district; (20%)	The impact on the ability of the district to comply with laws and rules relating to HUB's (1%)	The total long-term cost to the district to acquire the vendor's goods or services: (4%)
		100							
School Specialty, Inc.	1	94.0	30	10	15	20	20	1	4
Southern Floral Company	2	94.0	30.0	8.5	14.0	18.0	19.5	0.0	4.0
Armadillo Clay	3	93.0	30.0	10.0	14.0	18.5	17.5	0.0	4.0
Blick Art Materials	4	83.5	28.0	9.5	14.0	19.0	17.5	1.0	4.0
Ace Mart Restaurant Supply	5	83.0	20.0	9.0	14.0	19.5	17.5	0.0	3.5
American Ceramic Supply Company	6	70.0	30.0	8.0	11.0	13.0	17.5	0.0	3.5
Texas Art Supply	7	64.0	23.0	6.5	11.0	16.0	10.0	0.0	3.5
Teachers Discovery Inc.	8	60.0	10.0	9.0	13.5	18.0	10.0	0.0	3.5
		80.2	10.0	7.5	10.5	11.5	17.0	0.0	3.5
			22.6	8.5	12.8	16.7	15.8	0.1	3.7