

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Greater 18-113N - Science Supplies, Equipment, Specimens, and Laboratory Chemicals (Catalog)

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This request is to approve the recommendation to award Invitation to Bid (ITB) 18-113N to fourteen (14) Vendors, for three (3) years starting March 1, 2018 through March 31, 2021, with a renewal option for two (2) additional one (1) year periods. ITB 18-113N will facilitate the purchase of science supplies throughout the District and includes, but is not limited to laboratory supplies, butterfly larvae, dissection kits, microscopes, aquarium supplies, micro slides and geology models.

The solicitation ran from November 3, 2017 through November 30, 2017. There were six hundred, and sixty-four (664) vendors notified, twenty-two (22) vendors downloaded the ITB, and fourteen (14) bids were received before bid opening. Bid Item 1 was created to ensure competitive prices for the items most purchased and was awarded to the three (3) lowest responsive and responsible Bidders. Bid Item 2 was awarded to all responsive and responsible Bidders offering a discount off other web-based catalog items not included in Bid Item 1.

Awarded Vendors included:

Ace Educational Supplies, Inc.

Capital Microscope Services, Inc. (*Awarded on current Bid*)

Carolina Biological Supply Co. (*Awarded on current Bid*)

Engaged Learning Solutions, Inc.

Fisher Scientific Company L.L.C. (*Awarded on current Bid*)

Flinn Scientific, Inc. (*Awarded on current Bid*)

Hand2mind, Inc. d/b/a eta Hand2mind

Lakeshore Equipment Company d/b/a Lakeshore Learning Materials (*Awarded on current Bid*)

Nasco Education, LLC

Pasco Scientific a Ca Corporation d/b/a Pasco Scientific

School Outfitters, LLC

School Specialty, Inc. d/b/a Frey Scientific (*Awarded on current Bid*)

United Data Technologies, Inc. \*\*

VWR International LLC d/b/a Sargent Welch and Ward's Science (*Awarded on current Bid*)

#### **\*\*REPRESENTS S/M/WBE CERTIFIED VENDOR**

Fifty (50) percent of the awarded Vendors were awarded on the previous Bid. Procurement & Warehousing Services believes the pool of Vendors being awarded provides variety and consistency as many of these Vendors have serviced the District for many years. In addition, based on the feedback from the survey, Vendors schools were most satisfied with are also included.

The previous solicitation 14-043T was awarded starting March 1, 2014 through February 28, 2018, with a spending authority of \$1,755,000.

#### **Financial Impact**

The total spending authority requested is \$1,350,000 based on the monthly expenditure from the previous bid. The budget will be taken from various funds throughout the District.

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(historical average monthly expenditures)	\$ 34,000
(number of months)	36
(estimated forecasted spend)	\$ 1,224,000
(ten (10) percent provision)	\$ 122,400

**(Total spend authority (rounded) \$ 1,350,000)**

**Estimated Savings**

See comparison of discounts offered by previously awarded Vendors:

	<b>Difference</b>	<b>New Bid 18-113N</b>	<b>Current Bid 14-043T</b>
<u>Capital Microscope Services, Inc.</u>	-8%	25%	33%
<u>Carolina Biological Supply Co.</u>	0%	5%	5%
<u>Fisher Scientific Company L.L.C.</u>	3%	33%	32%
<u>Flinn Scientific, Inc.</u>	6%	16%	10%
<u>Lakeshore Equipment Company d/b/a Lakeshore Learning Materials</u>	0%	5%	5%
<u>School Specialty, Inc. d/b/a Frey Scientific</u>	4%	35%	31%
<u>VWR International LLC d/b/a Sargent Welch</u>	2%	35%	33%
<u>VWR International LLC d/b/a Ward's Science</u>	5%	20%	15%

All Vendors except Capital Microscope Services, Inc. have maintained or increased the discount being offered to the District. The reduced percentage received from Capital Microscope Services, Inc. should minimally affect the District as no purchases were made from them on the current bid.