

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Greater 19-024N – Art Supplies (Catalog)

This request is to approve the recommendation to award Invitation to Bid (ITB) 19-024N to nine (9) Vendors, for three (3) years and one (1) month starting July 1, 2018 through August 31, 2021 with a spending authority of \$1,500,000. The Art Curriculum Supervisor and art teachers representing each level have identified the need for consumable art supplies to be used by all Broward County Schools art programs. The use of consumable art materials in class instruction is essential to the Broward County art curriculum for all grades and levels. Art materials are to be used in delivering art lessons in connection to the Next Generation Sunshine State Standards and the Florida State Standards. The scope of purchases includes, but is not limited to crayons, glue sticks, assorted color construction paper and acrylic paint.

The solicitation ran from March 9, 2018 through April 9, 2018. There were three hundred, and twenty-eight (328) vendors notified, twenty-four (24) vendors downloaded the ITB, and nine (9) 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 four (4) 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:

Vendor Name	Current Awardee	% of Spend on Current Bid
Ace Educational Supplies, Inc. **	Yes	7%
Daboter Inc. d/b/a Smith Office & Computer Supply	Yes	17%
Earlychildhood LLC d/b/a Discount School Supply	No	0%
Lakeshore Equipment Co. d/b/a Learning Materials	No	0%
Nasco Education, LLC	No	0%
Office Depot, Inc.	No	0%
Pyramid School Products	Yes	34%
S&S Worldwide	Yes	13%
School Specialty, Inc.	Yes	27%

****Small/Minority/Women Business Enterprise Certified Vendor (s)**

Approximately fifty (50) percent of Vendors being recommended are on the current bid with total spend amounting to ninety-eight (98) percent.

Currently, there are two (2) solicitations for Art Supplies, 15-103N, and 17-098N that expire on June 30, 2018, with a total spending authority of \$1,494,000. ITB 17-098N was a supplemental bid created to facilitate items excluded from 15-103N.

Estimated Savings

Procurement & Warehousing Services (PWS) anticipates increased savings for art supplies purchased through a catalog. Currently, there are four (4) Vendors in this category with discounts ranging from five (5) percent to twenty (20) percent. This recommendation of the award includes nine (9) Vendors with discounts ranging from five (5) percent to sixty-two (62) percent.

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Financial Impact

The total spending authority requested is \$1,500,000 based on the monthly expenditure from the previous bid and will be taken from various funds throughout the District.

(ITB 15-103N historical average monthly expenditure)	\$ 27,300
(ITB 17-098N historical average monthly expenditure)	\$ 9,700
(Total historical average monthly expenditures)	\$ 37,000
(number of months)	37
(estimated forecasted spend)	\$ 1,369,000
(ten (10) percent allowance)	\$ 123, 210
(Total spend authority (rounded))	\$ 1,500,000

Ten (10) percent allowance is included to account for the below:

- Introduction of new art programs
- A marginal increase of some products due to the increase of material costs. An analysis of the top five (5) items purchased in the current bid shows an average marginal increase in prices.

Material No.	Description	Quantity	Current Bid 15-103N	New Bid 19-024N	Difference
6004874	Crayon, Wax (Regular)	50,725	\$0.39	\$0.41	5%
6000835	Markers, Washable	28,252	\$1.52	\$1.53	1%
6004876	Crayon, Wax (Large)	26,258	\$0.65	\$0.68	5%
6006060	Pencils, Colored	24,884	\$1.02	\$0.99	-3%
6000836	Paint, Watercolor Set	17,962	\$1.33	\$1.39	5%