

September 16 , 2004

05-012

RATIFICATION OF AWARD OF MULTIPLE REQUIREMENTS
CONTRACTS FOR CUSTODIAL SUPPLIES

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Steve Sivage, Director, Physical Plant

APPROVED BY: Randy McEwen, Vice President, Administrative Services
Dr. Preston Pulliams, District President

REPORT: The College has the need to enter into multiple requirements contracts for custodial supplies, consisting of a variety of products, for its campuses and centers. An Invitation to Bid (ITB) was advertised and issued on April 21, 2004. The ITB was advertised in the Daily Journal of Commerce, on the State of Oregon VIP, and on the College's Purchasing Website. Thirty-two (32) ITB documents were downloaded from the College's Purchasing Website, Five (5) of which were downloaded by MWESB firms. Ten (10) bids were received by the due date of June 15, 2004 from the following vendors:

Vendor

Wholesale Vacuum Connection, Inc.
Interboro Packaging Corporation*
Xpedx
Bob Nagel Distribution Company
Grainger Industrial Supply
Pyramid School Products
Westcoast Paper
Amsan
Unisource
Coastwide Laboratories

* Vendor is an MBE/WBE firm; however, they are not an Oregon State Certified firm. Company is located in Montgomery, New York

The ITB included one-hundred and four (104) custodial items. Awards were made to the lowest responsible bidder on an item-by-item basis.

As orders needed to be placed as soon as possible, President Pulliams approved the award of these contracts, per Board Policy B 505, and the awards now need to be ratified by the Board.

RECOMMENDATION:

That the Board of Directors ratify and confirm the award of requirements contracts to the following vendors, for the estimated annual amounts indicated, to furnish and deliver custodial supplies. Contracts shall be for the period of August 1, 2004 through June 30, 2007 with an option to renew on an annual basis for two (2) additional years. Total term of contracts shall not exceed five (5) years. Funds for these contracts will come from the general fund.

Interboro Packaging Corp.	\$ 3,120.00
Xpedx	\$38,988.33
Bob Nagel Dist. Co.	\$32,078.15
Pryamid School Products	\$ 1,302.05
Amsan	\$11,137.08
Unisource	\$52,139.44
Coastwide Laboratories	\$18,427.75

Director Margolin moved to approve Resolutions 05-005 through 05-019 and it was approved unanimously.