

# Award of Proposal for Miscellaneous Services and Supplies

## RFP# 170510

June 13, 2017

### SUMMARY:

This item requests approval of RFP# 170510 for Miscellaneous Services and Supplies.

### BOARD GOAL:

VI. Growth, Change and Fiscal Responsibility...demonstrate effective and efficient management of district resources.

### BACKGROUND INFORMATION:

This proposal establishes a group vendors list to be used to purchase Miscellaneous Services and Supplies. As the District continues to grow, the need for vendors grows as well. The vendors submitted for award on this proposal provide supplies or services that are supplied by local vendors, vendors that perform services when the District does not have the resources available to accomplish a task, or vendors that supply hard to find items that are not needed every day. These vendors will be able to be used by all campus and district departments.

A total of 61 proposals were received. After evaluating responses, four (4) proposals were rejected. Two (2) of the vendors failed to return the majority of the response paperwork. Two (2) other vendors provide instructional materials, and are currently awarded on our Instructional proposal.

### SIGNIFICANT ISSUES:

This proposal is scheduled for a one year term, through May 31,2018 with an option to extend for one (1) additional year ending May 31, 2019, upon governing body approval.

### FISCAL IMPLICATIONS:

The cost will be borne by the appropriate department or campus operating budget. This proposal will also be used to make purchases for upcoming bond projects.

### BENEFIT OF ACTION:

Passage will assure that the district is in compliance with bid laws and local procedures.

### SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the proposal be accepted for a term of one year with the option, upon governing body approval, to extend the proposal for one additional year.

### STAFF PERSONS RESPONSIBLE:

Debbie Monschke, Assistant Superintendent of Administrative Services  
Cindy Willis, Director of Purchasing  
Cheryl Farmer, Assistant Purchasing Agent

### ATTACHMENT:

Proposal Tabulation

### APPROVAL:

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Comments: \_\_\_\_\_