



SARASOTA
County Schools

Materials Management

Purchasing Department

101 Old Venice Road, Osprey, FL 34229

Phone 941-486-2183 • Fax 941-486-2188

SarasotaCountySchools.net

November 20, 2018

MEMORANDUM

**TO: Members of the School Board
Dr. Todd Bowden, Superintendent
Mitsi Corcoran, Assistant Superintendent Chief Financial Officer**

FROM: Carol A. Lichon, CPPO, Director of Materials Management

TITLE: APPROVAL TO AWARD BID #19-0059 FOR CARBONLESS, OTHER PAPER, AND SUPPLIES

Bids to provide 'Carbonless, Other Paper, and Supplies' were received from two vendors on October 10, 2018. The bid of Mac Papers, Inc., was the best overall low bid meeting the advertised specifications. Reasons for not selecting the apparent low bid are included in the bid tabulation. This bid is for a period of one year with the option to renew for two additional one-year periods. The funds for these purchases are contained in the budget allocated to the Print Shop.

Requested by:
Carol A Lichon

"Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

Posting Date: 11/13/18

Financial Impact:
Not to exceed
\$60,000.00

Recommended Motion: That the bid of Mac Papers, Inc., to provide 'Carbonless, Other Paper, and Supplies' in an amount not to exceed \$60,000.00, be approved as presented.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA

Tabulation for Carbonless, Other Paper, and Supplies- Bid #19-0059

Opened October 10, 2018 at 3:00 p.m.

The School Board of Sarasota County, Florida, intends to establish firm fixed pricing for a period of one (1) year for the supply and delivery of carbonless, other paper, and supplies ordered on an 'as needed' basis used by the Print Shop.					Mac Papers, Inc.	Quill, LLC
No.	Description	Size	Unit (one M = 1000 Sheets)	Total Units Approximate Annual Usage	Unit Price	Unit Price
CARBONLESS PAPER						
1	2-part, 20 Heavy Weight, Carbonless Stock Paper. Black Print. NCR Superior or Excel	8-1/2 x 11	Price/M	380	\$15.78	
Brand and stock number bid:					Excel 050801	
2	8-1/2 x 11, 3-part, 20 Heavy Weight, Carbonless Stock Paper. Black Print. NCR Superior or Excel	8-1/2 x 11	Price/M Reverse	140	\$17.81	
		8-1/2 x 11	Price/M Straight/Forward	575	\$17.81	
Brand and stock number bid:					Excel 050716	
3	8-1/2 x 11, 4-part, 20 Heavy Weight, Carbonless Stock Paper. Black Print. NCR Superior or Excel	8-1/2 x 11	Price/M Reverse	65	\$19.03	
		8-1/2 x 11	Price/M Straight/Forward	70	\$19.03	
Brand and stock number bid:					Excel 050838	
4	8-1/2 x 11, 5-part, 20 Heavy Weight, Carbonless Stock Paper. Black Print. NCR Superior or Excel	8-1/2 x 11	Price/M Reverse	10	\$19.54	
		8-1/2 x 11	Price/M Straight/Forward	0	\$19.54	
Brand and stock number bid:					Excel 050819	
5	8-1/2 x 14, 2-part, 20 Heavy Weight, Carbonless Stock Paper. Black Print. NCR Superior or Excel	8-1/2 x 14	Price/M	5	\$20.20	
Brand and model number bid:					Excel 050802	
6	8-1/2 x 14, 3-part, 20 Heavy Weight, Carbonless Stock Paper. Black Print. NCR Superior or Excel	8-1/2 x 14	Price/M Reverse	15	\$22.80	
		8-1/2 x 14	Price/M Straight/Forward	5	\$22.80	
Brand and stock number bid:					Excel 050817	
7	8-1/2 x 14, 4-part, 20 Heavy Weight, Carbonless Stock Paper. Black Print. NCR Superior or Excel	8-1/2 x 14	Price/M Reverse	5	\$24.36	
		8-1/2 x 14	Price/M Straight/Forward	0	\$24.36	
Brand and stock number bid:					Excel 050839	

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No.	Description	Size	Unit (one M = 1000 Sheets)	Total Units Approximate Annual Usage	Unit Price	Unit Price
OTHER PAPER AND SUPPLIES						
8	Business Card Boxes, Rigid Brand and stock number bid:	6.5 x 3.6 x 2	Case/100 Boxes	1	\$70.86 Mac G02247	
9	Chipboard Brand and stock number bid: Number of sheet per box:	8.5 x 11	Box/963 Sheets	11	\$37.35 Atlantic 073841 963	\$35.65 SI Products Bid - CP8511 960 Brown
10	Chipboard Brand and stock number bid: Number of sheet per box:	8.5 x 14	Box/756 Sheets	1	\$37.35 Atlantic 072601 756	\$68.48 Staples Bid - 949176 760 White
11	Copier Tabs, Straight Collated, 90 Index: Drilled Brand and stock number bid:	1/5 cut	Case/1250 Sheets	6	\$75.40 Southern Index 105323	
12	Copier Tabs, Straight Collated, 90 Index: Not Drilled Brand and stock number bid:	1/5 cut	Case/1250 Sheets	6	\$75.40 Southern Index 105307	
13	Envelope, 24, 25% Cotton Bond, Light Cockle: Ivory REJECT Brand and model number bid:	10	Price/M	4		
14	Envelope, 24, 25% Cotton Bond, Light Cockle: White Brand and stock number bid:	10	Price/M	65	\$64.53 Neenah 088321	
15	Envelope, 24, Catalog: Brown Kraft Brand and model number bid:	6 x 9	Price/M	6	\$47.00 Mac 081610	\$67.36 M Quill (\$33.68 - 500/box) Bid - OE6924
16	Envelope, 24, Catalog: White Brand and stock number bid:	6 x 9	Price/M	25	\$38.00 Mac 081760	\$60.34 M Quill (\$30.17 - 500/box) Bid - OE6924W
17	Envelope, 24, Catalog: White Brand and stock number bid:	9 x 12	Price/M	3	\$51.00 Mac 082110	\$63.48 M Quill (\$15.87 - 250/box) Bid - OE91224W
18	Envelope, 24, Catalog: White Brand and stock number bid:	10 x 13	Price/M	2	\$66.80 Mac 083690	
19	Envelope, 24, White Wove, Side Seam: Regular Brand and stock number bid:	9	Price/M	4	\$16.27 Mac 082205	\$37.70 M Quill (\$18.85 - 500/box) Bid - WW9ES

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No.	Description	Size	Unit (one M = 1000 Sheets)	Total Units Approximate Annual Usage	Unit Price	Unit Price
OTHER PAPER AND SUPPLIES						
20	Envelope, 24, White Wove, Side Seam: Regular	10	Price/M	150	\$16.27	\$48.06 M
	Brand and model number bid:				Mac 083445	Quill (\$24.03 - 500/box) Bid - 75746Q
21	Envelope, 24, White Wove, Side Seam: Window	10	Price/M	65	\$18.63	\$29.44 M
	Brand and stock number bid:				Mac 083675	Quill (\$14.72 - 500/box) Bid - 75761Q Easy Close Quick Strip
22	Envelope, 24, Linen, Ivory	10	Price/M	4	\$58.40	\$63.60 M
	Brand and stock number bid:				Royal 086755	Southworth (\$15.90 - 250/box) Bid - J56410 - 25% cotton
23	Envelope, Announcement: White	5.5 Bar	Price/M	6	\$52.00	\$73.80 M
	Brand and stock number bid:				Waverly 087432	Columbian (\$7.38 - 100/box) Bid - 813009
24	Fanapart Padding Adhesive (1 gallon)	N/A	Price/Gallon	8	\$116.74	
	Brand and stock number bid:				Glatfelter Mac Pads It 101360	
25	Labels: Product numbers are Avery brand, alternate brands are acceptable.	5160	Box/100 Sheets	4	\$42.00	\$21.45
		5164	Box/100 Sheets	6	\$42.00	\$24.39
		5577	Box/100 Sheets	4	\$42.00	
	Brand/stock number for Product 5160 bid:				Unit _____ Box/100 Avery 091245	3000/box Avery Bid - 209882
	Brand/stock number for Product 5164 bid:				Unit _____ Box/100 Avery 091285	600/box Avery Bid - 260265
	Brand/stock number for Product 5577 bid:				Unit _____ Box/100 Avery 091650	
26	Parchment 60 TEXT, Assorted Colors	8.5 x 11	Price/M	10	\$27.82	
	Brand and stock number bid:				Astroparche 069030	
27	Parchment 65 COVER, Assorted Colors	8.5 x 11	Price/M	2	\$55.07	
	Brand and stock number bid:				Astroparche 067910	

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OTHER PAPER AND SUPPLIES						
No.	Description	Size	Unit (one M = 1000 Sheets)	Total Units Approximate Annual Usage	Unit Price	Unit Price
28	Shrink Wrap, 100 Gauge	18" x 2620'	Price/Roll	24	\$177.35	
	Brand and stock number bid:				IPG 350244	
29	White Padding Glue	N/A	Gallon	5	\$26.38	
	Brand and stock number bid:				Mac Pads 101340	
30	20 Bond, Assorted Colors	11 x 17	Price/M	5	\$21.50	
	Brand and stock number bid:				Earthchoice 063604	
31	25% Cotton Bond, 24 Light Cockle: Ivory	8.5 x 11	Price/M	4		
	Brand and stock number bid: REJECT					
32	25% Cotton Bond, 24 Light Cockle: White	8.5 x 11	Price/M	45	\$32.85	
	Brand and stock number bid:				Capitol 068550	
33	60 Offset, White	8.5 x 11	Price/M	80	\$9.78	
	Brand and stock number bid:				Williamsburg 063352	
34	60 Offset, White	11 x 17	Price/M	30	\$20.75	
	Brand and stock number bid:				Williamsburg 063195	
35	65 Cover, White	11 x 17	Price/M	5	\$49.95	
	Brand and stock number bid:				Accent 068617	
36	80 Cover, White	8.5 x 11	Price/M	10	\$32.00	\$40.64 M
	Brand and stock number bid:				Accent 068603	Xerox Digital Elite (\$10.16 - 250/pk) Bid - 3R11458UNI
37	67 Vellum Bristol, Gray	8.5 x 11	Price/M	20	\$21.50	\$31.56 M
	Brand and stock number bid:				Springhill 063071	Neenah (\$7.89 - 250/pk) Bid - 82348Q
38	67 Vellum Bristol, Colors	11 x 17	Price/M	5	\$42.25	
	Brand and stock number bid:				Springhill 063099	
39	67 Vellum Bristol, White	11 x 17	Price/M	6	\$41.25	
	Brand and stock number bid:				Springhill 063096	
40	70 Linen Text, White	11 x 17	Price/M	5	\$89.00	
	Brand and stock number bid:				Royal 064631	
41	88 Cover, Bristol Wove, Bright White	8.5 x 11	Price/M	4	\$100.00	
	Brand and stock number bid:				Strathmore 065125	

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No.	Description	Size	Unit (one M = 1000 Sheets)	Total Units Approximate Annual Usage	Unit Price	Unit Price
OTHER PAPER AND SUPPLIES						
42	90 Index, White	8.5 x 11	Price/M	50	\$22.92	
		11 x 17	Price/M	5	\$48.00	
Brand and stock number bid:					Springhill 064438 & 063195	
43	Can you provide "next day" delivery?				Yes, always next day	Yes
44	PERCENTAGE DISCOUNT FROM INDIVIDUAL MANUFACTURER'S MSRP - Please indicate the minimum discount available for consumables not listed previously. Our staff will contact the vendor prior to issuance of purchase order to obtain the maximum available discount at the time of order. MSRP must be verifiable prior to issuance of order. A website address with pricing (if available) shall be provided.					
a.	Manufacturer Website Discount				International Papers NB	Quill (see cover letter for exceptions) www.quill.com - 5%
b.	Manufacturer Website Discount				Mac Papers Converters NB	Avery www.quill.com - 5%
c.	Manufacturer Website Discount				Glatfelter NB	Neenah www.quill.com - 5%
d.	Manufacturer Website Discount					Xerox www.quill.com - 5%
	Minimum Dollar Order for Delivery				\$400.00	N/A
Notes						Quill Bid 18-17497 Please reference this Bid and Quill item numbers on all purchase orders
Contact					Lindsay Sims	Romi Moormeier
Address					1701 East Sligh Avenue Tampa, FL 33610	100 Schelster Road Lincolnshire, IL 60069
Telephone					813-247-3461	800-634-4809
Fax					813-248-6927	800-789-2016
Federal ID					59-1059698	04-2896127
E-Mail Address					lindsay.sims@macpapers.com	bid@quill.com
					Recorded by: Elsa Beal	Witnessed by: Joyce Haney

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
Justification for Award to Other Than Low Bidder

Carbonless, Other Paper, and Supplies - Bid #19-0059

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Item	Vendor	Description
9	Quill, Inc.	Award to Mac Papers, Inc. as overall low bidding all items.
13	Reject	No bids received.
25	Quill, Inc.	Award to Mac Papers, Inc. as overall low bidding all items.
31	Reject	No bids received.