

Financial Affairs
Richard H. Hinds, Chief Financial Officer

SUBJECT: AWARD BID NO. 152-AA09 – PRINTING OF GRADE BOOK FORMS

The purpose of this bid, opened on April 24, 2001, is to establish a contract, to purchase, at firm unit prices, quantities, as may be required, of printing of grade book forms, for Stores and Mail Distribution stock. This is a term bid which states that the Board may purchase quantities, as may be required, at the unit price bid, but is not obligated to purchase any guaranteed amount. Of 167 vendors sent bid forms or card notices of this advertised bid, 7 responded, with 1 bid meeting specifications and 6 no bids.

In situations where only one bid was received, the Board has requested additional information. Included with each bid is a form requesting information as to why the vendor chose not to submit a bid. Vendors returned the forms with the following reasons for not bidding:

1. Our company does not handle this type of product/service. (2)
2. Our company is simply not interested in bidding at this time. (2)
3. Other, unable to provide form at this time, cannot do 22-hole punching. (2)

Fund Source
0100 - General

M/WBE Eligibility
None

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **AWARD** Bid No. 152-AA09 – PRINTING OF GRADE BOOK FORMS, to purchase, at firm unit prices, quantities, as may be required, of printing of grade book forms, for Stores and Mail Distribution stock, during the term of the bid, effective July 1, 2001, through June 30, 2002, as follows:

1. ELAN PUBLISHING COMPANY, INC.
P.O. BOX 683
MEREDITH, NH 03253 ESTIMATE \$16,000
OWNER: THOMAS A. POWER, C.E.O.

Only Bid Received: Item 1.

Only Total Low Unit Price Received: Items 2 and 3.

Item 1 – Class record book filler set @ \$.95 each.

Item 2 – Grade book filler package @ \$6.85 each.

Item 3 – Grade book filler package @ \$5.99 each.

2. Authorize the Bureau of Procurement and Materials Management to purchase up to the total estimated amount of \$16,000.

RHH/lja