

Henderson County Schools

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To: Dr. Thomas Richey, Superintendent
And School Board Members

From: Walt Spencer, CPA
Assistant Superintendent of Finance

Walt Spencer

Date: January 22, 2013

Re: Bid Recommendations

RENEWAL REQUESTS WERE MAILED IN NOVEMBER AND DECEMBER FOR THE FOLLOWING ITEMS:

Elementary School Yearbooks # 33-11-11-12 Mailed November 28, 2012

Multiple companies were awarded the bid for Elementary Yearbooks and the principals are satisfied with the service and products from Inter-State Studio, Farr Better, and Taylor Publishing. All vendors signed and returned a letter of agreement to continue the contract. We are recommending a renewal of Bid #33-11-11-12 for one year.

Middle School Yearbooks # 32-1-11-12 Mailed December 19, 2012

Both middle schools are satisfied with the service and product for yearbooks from Taylor Publishing Company. The company has signed and returned a letter of agreement and it is our recommendation to exercise this option for one year.

BID # 2-13-5-1 PRINTING

Bids were sent to ABBA Promotions, Color Tech, Fast Print, Oberst Printing, Office Depot, RR Donnelly, Southern Business Machines, and Sprint Print. Only three (3) companies returned bids: ABBA Promotions, RR Donnelley, and Sprint Print. We recommend awarding this bid to the lowest bidder for each line item based on the lowest price bid. The lowest price is highlighted on the bid tabulation sheets.

BID # 1-13-5-1 ATHLETIC SUPPLIES/EQUIPMENT

Invitations were sent to 34 vendors. Bids were received from 14 of the 34 vendors. We recommend awarding the bid to multiple vendors as allowed under model procurement. Many focus on different athletic programs and offer different selections for the various sports. By making multiple awards, this will allow the athletic director and team coaches the best purchase decision based on their specific needs at the start of their season. The individual bid discounts or prices are shown on the attached bid tabulation sheets.

BID # 3-13-9-1 NURSING/HEALTH SCIENCE EQUIPMENT

Invitations were sent to LABSCO, MarketLab, Medline, Metro Medical Supply, Nasco, Pocket Nurse, and Southwest Medical Equipment. One bid was received from the Web posting from Henry Schein, Inc. Henry Schein, Inc., Nasco, Pocket Nurse, and Southwest Medical Equipment responded with bids. Under the model procurement guidelines, we recommend that multiple vendors be awarded the contract on individual line item prices so that the equipment can be purchased at the lowest price. The accompanying tab sheet shows the lowest price highlighted.