



Santa Barbara SCHOOL DISTRICTS

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Date: May 5, 2009
To: Dr. J. Brian Sarvis, Superintendent
From: Brian Tanguay, Purchasing Coordinator
Subject: Award of Custodial Bid P0809-01 to Unisource Maintenance Supply and e-Poly Star

Consent Agenda: XX
Action Agenda: _____ (Time Required: _____)
Conference Item: _____ (Time Required: _____)

Background:

Public Contract Code 20111 (a) requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$76,700 for equipment, materials or supplies to be furnished, sold or leased to the school district to the lowest responsible bidder.

Issue:

Bids were opened on April 22, 2009. Unisource Maintenance Supply was the lowest responsive bidder for custodial supplies and equipment; e-Poly Star was the lowest responsive bidder for trash can liners. (Tabulation sheets are attached.)

Fiscal Impact:

Barring unforeseen increases in the cost of raw materials (paper, petroleum, chemicals), annual savings of \$2,500 in the Elementary district and \$5,000 in the Secondary district, in addition to a reduction in administrative costs associated with processing fewer purchase orders, invoices and warrants.

Recommendation:

It is recommended that the Board award Bid P0809-01 to Unisource Maintenance Supply and e-Poly Star for one (1) year, respectively, beginning July 1, 2009 and ending June 30, 2010, with an option to renew for two (2) additional years.

Attachment(s)?	<input checked="" type="checkbox"/> Yes (if so, please attach)	<input type="checkbox"/> No	<input type="checkbox"/> <i>Powerpoint</i>	<input type="checkbox"/> <i>Overhead</i>	<input type="checkbox"/> <i>Consultant</i>
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Adams Elementary School	Harding Elementary School	Peabody Charter School	Goleta Valley Junior High School	Dos Pueblos High School
Cesar Chavez Charter School	McKinley Elementary School	Roosevelt Elementary School	La Colina Junior High School	La Cuesta Continuation High School
Cleveland Elementary School	Monroe Elementary School	Santa Barbara Charter School	La Cumbre Junior High School	San Marcos High School
Franklin Elementary School	Open Alternative School	Santa Barbara Community Academy	Santa Barbara Junior High School	Santa Barbara High School
		Washington Elementary School		

**Custodial Bid P0809-01 Assessment
FY 2009-2010**

**Project or Service
Description**

Custodial Products & Supplies FY 2009-10

Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	Unisource		Ernest Packaging		Hillyard		Pioneer	
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Delivery Capability & Pricing	60%	4	240	3	180				
Conformance to Bid Terms	5%	4	20	3	15				
Completeness of Bid Submission	5%	5	25	5	25				
LEA Experience	10%	5	50	5	50				
Green Seal Product Line	10%	5	50	5	50				
Website & Web-based capacity	10%	5	50	1	10				

Overall Ranking

100%

435

330

Incl Bid

Late

Vendor Selected: Unisource
Approved By: B Tanguay
Title: Purchasing Coordinator
Date: 4/23/2009

Notes:

* Percentage weights must add up to 100%. **Price must be weighted the heaviest.**

** Evaluated on a scale of 1 to 5: 1=worst, 5=best.

*** Weight x Raw Score

**Custodial Bid P0809-01 Assessment
FY 2009-2010**

**Project or Service
Description**

Custodial Products & Supplies FY 2009-10 (Can Liners)

Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	ePolyStar		Unisource		Ernest Packaging			
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Delivery Capability & Pricing	60%	5	300	3	180	4	240		
Conformance to Bid Terms	5%	5	25	5	25	5	25		
Completeness of Bid Submission	5%	5	25	5	25	5	25		
LEA Experience	10%	2	20	4	40	4	40		
Green Seal Product Line	10%	n/a		n/a		n/a			
Website & Web-based capacity	10%	4	40	5	50	1	10		

Overall Ranking 100% 410 320 340

Vendor Selected: e Poly Star
Approved By: Brian Tanguay
Title: Purchasing Coordinator
Date: 4/23/2009

Notes:

- * Percentage weights must add up to 100%. **Price must be weighted the heaviest.**
- ** Evaluated on a scale of 1 to 5: 1=worst, 5=best.
- *** Weight x Raw Score