

PATERSON PUBLIC SCHOOL DISTRICT ACTION FORM

1. Curricular recommendations must include, if appropriate, school, student initials, tuition rate and/or other needed information.
2. Fiscal recommendations must include all appropriate fiscal information.
3. This Action Form must be in the State District Superintendent's office according to cutoff date before the meeting of the Board of Education.

Recommendation/Resolution:

*Resolution of the State Operated School District of the City of Paterson, County of Passaic, State of New Jersey, for **Library Supplies & Related, PPS 109-10, for the period of July 1, 2009 through June 30, 2011.***

WHEREAS, the Paterson Public School District recognizes the need for obtaining the most competitive and responsive bid for goods and/or services;

WHEREAS, on the Authorization of the Business Administrator formal public bids were solicited for **Library Supplies & Related, PPS 109-10** for the **period of July 1, 2009 through June 30, 2011**. **Ten (10)** vendors were mailed/e-mailed bid specifications, **three (3)** responded;

WHEREAS, this solicitation was made by advertised public notice appearing in The Record and The Herald News on **February 3, 2009**. Sealed bids were opened and read aloud on **February 18, 2009 at 11:30 pm** in the Conference Room, 1st floor, 35 Church Street, Paterson, NJ 07505 by the Purchasing Department; now

THEREFORE BE IT RESOLVED, the Department of Purchasing recommends that **Brodart Co., and DEMCO, Inc.**, deemed as the lowest responsive and responsible proposals to the District, be awarded a contract for **Library Supplies & Related, PPS 109-10** for the **period of July 1, 2009 through June 30, 2011** according to the below analysis; and

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APPROVALS REQUIRED

1. Submitted by NEVILLE WILLIAMS, SUPERVISOR OF PURCHASING
(Name, Title) _____ Date _____
2. Approval by Divisional Administrator _____
State District Superintendent, Assistant Superintendent
or Business Administrator _____ Date _____
3. Account No. VARIOUS
Compliance with Purchasing Laws (if necessary) _____
Signature _____ Date _____
Certification of Funds _____
Signature _____ Date _____

Funds Available		Funds Not Available		Funds Not Needed		Non-Budget Item	
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4. Verification by Legal Department, if required _____
Date _____
5. Approval - State District Superintendent _____
Date _____
6. Board Adoption Date _____ Resolution Number _____

Copies as follows:

White-To Board Office

Green-To #5

Yellow-To Business Administrator

Pink-To #1

Gold-To #2

**Library Supplies & Related
PPS 109-10**

Bid Analysis

General Catalog and/or Website Discount

DESCRIPTION	Brodart Co.	DEMCO	Central Programs Inc. dba Gumdrop Books
Catalog Name	Brodart Library Supplies & Furnishings 2009	DEMCO Full line 2009	Gumdrop Books was not responsive to Technical Specification and therefore their bid was disqualified.
Percent Discount from Catalog	20% Discount	17% Discount	

BE IT FURTHER RESOLVED, the vendor has been notified that no goods or services will be provided to the District without first receiving a fully executed purchase order; and that the terms on the purchase will be honored completely; if the vendor does not agree with the terms on the purchase order, the vendor will not provide any goods or services to the District until such time a new purchase order is completed and delivered with terms the vendor will honor; and the vendor(s) listed below have complied with all Affirmative Action requirements and the State Operated School District of the City of Paterson, County of Passaic, State of New Jersey, awards a contract for [Library Supplies & Related, PPS 109-10 for the period of July 1, 2009 through June 30, 2011](#), to the following vendor(s):

Brodart Co. 100 North Road McElhattan, PA 17748	DEMCO Inc. PO. Box 7488 Madison, WI 53707-7488
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NOT TO EXCEED \$200,000.00 ANNUALLY

THIS resolution shall take effect with the approval signature of the State District Superintendent and is being provided to the Board for advisory purposes.