# EDUCATION SERVICE CENTER REGION 19 RFP AWARD SUMMARY

RFP TITLE: Custodial Supplies and Tools - ESC Region 19 Purchasing Cooperative

**RFP NUMBER**: 12-6736

RFP OPENING DATE: November 22, 2011

**CONTRACT TERM:** Date of Award until December 31, 2012 with the option to extend in 12 month

increments not to exceed 36 months in the aggregate (Extended by Region 19 until December 31, 2013)

**FUNDING SOURCE**: Various Region 19 Purchasing Cooperative members

RFP's ISSUED: 17 RESPONSES: 6

**ADVERTISEMENT DATES**: November 4<sup>th</sup> & 11<sup>th</sup>, 2011 **BOARD MEETING DATE**: December 15, 2011

RECOMMENDED FOR AWARD SOUTHWESTERN MILL DISTRIBUTORS, INC.

TOTAL (estimated) \$2,000,000.00/ year

#### **EXPLANATIONS:**

Award of this contract will enable ESC-Region 19 and its Purchasing Cooperative members to purchase a diverse line of custodial supplies and tools during the contract period. In some circumstances, it was not in the best interest to consider certain local or out of town vendors who partially responded or were low bid on certain items for large orders when many smaller Region 19 Cooperative members would not have been able to buy the quantities as stated on the Special Conditions line 14, also stated in the Special Conditions line 2 Region 19 and its Purchasing Cooperative members reserve the option to award in groups or "all or none" In those few instances, an award is recommended in the best interest of all ESC Region 19 Cooperative members while satisfying the cost savings of volume commitments by the ESC Region 19 Purchasing Cooperative. Administration determined that it was in its best interest to extend this contract for year 2 of a 2-year contract. A letter was sent out requesting vendors to respond on whether they could hold pricing or needed increases.

SPECIFICATIONS PROVIDED BY: Royce Cleveland

**ESC** Region 19

**EVALUATION COMMITTEE:** Nancy Alvarado

ESC Region 19

Martin Camacho ESC Region 19

#### **ORDER INFORMATION:**

Southwestern Mill Distributors, Inc.

Attn: Rod Sterling PO Box 1202 El Paso, TX 79901 915-532-4693 Fax: 915-532-4120

swmill.net / rods@swmill.net

#### **SPECIAL CONDITIONS**

- 1. This bid will be for use by ESC Region 19 and its ESC Purchasing Cooperative members as well as any other members that join during the contract period. While Region 19 Purchasing Cooperative Membership is State-Wide, this contract is intended for use by local and surrounding area agencies participating in the ESC Region 19 Purchasing Cooperative.
- 2. Please indicate which if any of the Purchasing Cooperative Members your company could not or would not be able to provide services to under this agreement?

Region 19 Head Start Sites	
Anthony ISD	
Burnham Wood Charter School	
Candlelighters of El Paso	
Children's Kingdom Learning Center	
Canutillo ISD	
Christian Joy Center Academy	
City of El Paso (all departments)	
City of Horizon	
City of Socorro	
Clint ISD	
El Paso Academy East	
El Paso Catholic Diocese	
El Paso ISD	
El Paso Community College	
El Paso Housing Authority	
El Paso MHMR	
El Paso School for Excellence	
El Paso Water Utilities	
Fabens ISD	
Father Yermo	
Hudspeth County Sheriff	
La Fe Prepatory School	
Rio Grande Counsel of Governments	
San Elizario ISD	
Socorro ISD	
St. Mark's School	
St. Raphael Schol	
Texas Tech University Health Sciences	
Tornillo ISD	
UTEP	
Ysleta ISD	
YWCA of El Paso	

Visit web site under current membership for a detailed listing of all ESC Region 19 Purchasing Coop members.

**VENDOR HAS AGREED TO SERVICE ALL COOPERATIVE MEMBERS** 

## REQUIRED QUESTIONS AND INFORMATION FOR AWARD CONSIDERATION

QUI	RED QUESTIONS AND INFORMATION FOR AWARD CONSIDERATION
1.	PROVIDE 3 REFERENCES ( LARGE ACCOUNTS) YOUR COMPANY HAS DONE BUSINESS WITH IN PAST 12 MONTHS INCLUDING NAME OF CONTACT PERSON, PHONE NUMBER, EMAIL ADDRESS, AND DESCRIPTION OF SERVICES PROVIDED:
	REFRENCES ON FILE
2.	LOCAL SALES PERSON TO WORK WITH REGION 19 COOP MEMBERS INCLUDING NAME, PLACE OF RESIDENCE, PHONE NUMBER, CELL PHONE, AND EMAIL ADDRESS?
	ROD STRELING 915-532-4693 OFFICE rods@swmill.net
3.	YEARS DOING BUSINESS FOR SERVICES SUBMITTED FOR AWARD CONSIDERATION?
	91 years
4.	DOES VENDOR AGREE TO KEEP ALL ESC REGION 19 PURCHASING COOPERATIVE MEMBERS INFORMED VIA ELECTRONIC COMMUNICATIONS AND CURRENT WITH REQUIRED DOCUMENTS?
	<u>YES</u>
5.	PROVIDE LISTINGS AND COPIES OF ALL MSDS AND/OR DATA SHEETS FOR ITEMS SUBMITTED FOR AWARD;
	<u>YES</u>
6.	NUMBER OF FULL TIME EMPLOYEES WORKING AND RESIDING IN TEXAS?
	28 ALL EMPLOYEES
7.	PROVIDE DETAILED DESCRIPTION OF VEHICLES UTILIZED TO ADMINISTER THIS CONTRACT?
	<u>N/R</u>

#### **SCOPE OF SERVICES**

#### **SPECIAL CONDITIONS**

- QUANTITIES LISTED HAVE BEEN PROVIDED BY REGION 19 COOPERATIVE MEMBERS FOR THE PERIOD OF AUGUST 2011 UNTIL JULY 2012 FOR DELIVERY IN EL PASO COUNTY.
- 2. REGION 19 AND ITS PURCHASING COOPERATIVE MEMBERS RESERVE THE OPTION TO AWARD INDIVIDUALLY, IN GROUPS, OR "ALL OR NONE" WHICHEVER IS DETERMINED TO BE IN THE BEST INTEREST OF THE AGENCIES PARTICIPATING IN THIS CONTRACT.
- 3. VENDORS ARE NOT ASKED TO SUBMIT SAMPLES WITH THIS CONTRACT, HOWEVER, A SAMPLE OF EVERY ITEM SUBMITTED FOR AWARD MUST BE READILY AVAILABLE WITHIN 24 HOURS (NEXT DAY DELIVERY GIVEN NOTICE BY 12 NOON EL PASO TIME AFTER NOTIFICATION IF THE PRODUCT REQUIRES TESTING DURING THE EVALUATION PROCESS.
- 4. THE OVERALL INTENT OF THIS CONTRACT IS TO CONSOLIDATE QUANTITY REQUIREMENTS, SHIPMENTS, AND TURNS IN AN EFFORT TO REDUCE OVERALL COSTS TO PARTICIPANTS AND ALLOWING AWARDED VENDORS TO MAXIMIZE BUYING POWER IN AN EFFORT TO REDUCE COSTS AND PASSING THOSE SAVINGS ON THE REGION 19 COOPERATIVE MEMBERSHIPS.
- 5. NUMEROUS LARGE LOCAL GOVERNMENTS HAVE RECENTLY JOINED THE REGION 19 PURCHASING COOPERATIVE WHO MAY CHOOSE TO UTILIZE THIS CONTRACT.
- 6. SPECIFICATION SHEETS MUST BE INCLUDED FOR ALL ITEMS THE VENDOR WISHES TO HAVE CONSIDERED FOR AWARD; THE ITEM # AS IT APPEARS ON THE PROPOSAL SHOULD BE AFFIXED FOR EASY IDENTIFICATION IN NUMERICAL ORDER FOR EASY ACCESS DURING THE EVALUATION. IN AN EFFORT TO IMPROVE SPECIFICATIONS FOR FUTURE PURCHASES, THE PURCHASING COOPERATIVE WILL REQUIRE COMPLETE DATA SPECIFICATIONS FOR THOSE PRODUCTS CURRENTLY REFERENCED ON THIS CONTRACT.
- 7. WHEN CATALOG SPECIFICATIONS ARE SUBMITTED, COPIES OF MATERIALS FROM CATALOGS WILL BE COPIED BY THE VENDOR AND SUBMITTED SEPARATE FROM THE CATALOG. ALSO, TWO (2) COMPLETE COPY SETS OF SPECIFICATIONS/ DATA WILL BE PROVIDED WITH THIS CONTRACT TO ENABLE THE COOPERATIVE TO EXPEDITE THE EVALUATION PROCESS. SPECIFICATIONS AND DATA WILL BE DISSIMINATED TO EVALUATION COMMITTEE MEMBERS. THIS REQUIREMENT IS CRITICAL FOR THE BEST USE OF TAX DOLLARS.
- 8. ALL ITEMS REQUIRING MSDS SHOULD ALSO INCLUDE THIS DATA WITH SPECIFICATION/ DATA COPIES FOR AWARD CONSIDERATION. FAILURE TO PROVIDE THIS INFORMATION MAY BE GROUNDS FOR THAT ITEM NOT BEING CONSIDERED DUE TO TIME CONSTRAINTS IN THE EVALUATION PROCESS.
- 9. INDIVIDUAL PURCHASING COOPERATIVE MEMBERS WILL BE RESPONSIBLE FOR ORDERING AND PAYING AWARDED VENDORS DIRECTLY UNDER THIS CONTRACT.
- 10. BY SIGNING THIS CONTRACT, VENDORS AGREE THAT PRICING IS THE BEST OFFER AVAILABLE AND PRICING WILL REMAIN DURING THE CONTRACT PERIOD.
- 11. AWARDED VENDORS WILL BE RESPONSIBLE FOR COMMUNICATING WITH EACH COOPERATIVE MEMBER ON DELIVERY SCHEDULES AND SPECIAL SITUATIONS DURING THE ENTIRE TERM OF THE CONTRACT.
- 12. ANY DISPUTES REGARDING PRODUCT QUALITY, DELIVERIES, AND OR PRICING ARISING OUT OF THIS CONTRACT WILL BE SUBMITTED IN WRITING/ OR CONFIRMED EMAIL TO THE ATTENTION OF THE ESCREGION 19 PURCHASING MANAGER BY BOTH PARTIES INVOLVED IN THE TRANSACTION RESULTING FROM THIS CONTRACT. ADMINISTRATIVE HEARINGS ARE NOT ROUTINE AND WILL BE THE ARBITRATION METHOD ON ANY AND / OR ALL CONTRACT COMPLIANCE ISSUES FOR THIS CONTRACT.

#### SPECIAL CONDITIONS

- 13. DUE TO ESCALATING FUEL AND RAW MATERIALS REQUIRED TO FACILITATE THE STATED REQUIREMENTS, PRICING SUBMITTED MUST ACCOUNT FOR FIXED PRICING DURING THE FIRST SIX MONTHS OF THE CONTRACT. NO PRICE INCREASE REQUESTS WILL BE ACCEPTED DURING THE FIRST SIX MONTHS, SHORT OF A NATIONAL DISASTER AND/OR FORCE MAJEURE. NO PRICE INCREASE REQUESTS DURING THE LAST SIX MONTHS OF THE CONTRACT WILL BE APPROVED WITHOUT A THOROUGH ESCALATION REVIEW BY COMMITTEE AND COOP MEMBERSHIP. THE BURDEN OF PROOF OF A PRICE INCREASE WILL BE THE RESPONSIBILITY OF THE AWARDED VENDOR. REGION 19 PURCHASING COOPERATIVE MEMBERSHIP WILL BE THE SOLE DECIDER FOR BASIS ON WHETHER OR NOT THE PRICE INCREASE OR SUBSTITUTED PRODUCT WILL OR WILL NOT BE ACCEPTED.
- 14. A MINIMUM ORDER BY REGION 19 PURCHASING COOPERATIVE MEMBERSHIP WILL BE <u>\$250.00 OR</u> <u>MORE PER DELIVERY POINT</u>, UNLESS OTHERWISE WORKED OUT WITH INDIVIDUAL MEMBER CIRCUMSTANCES.
- 15. IN AN EFFORT TO CONTROL THE ENVIRONMENTAL FOOTPRINT THAT GOVERNMENT AND OTHER NON-PROFIT AGENCIES LEAVE ON THE EL PASO AREA REGARDING WATER QUALITY, INDOOR AIR QUALITY, GROUND AND LANDFILL CONTAMINATION, GREEN AND BIORERENEWABLES, SUSTAINABLE, AND RECYCLES PRODUCTS WILL BE ENCOURAGED WHERE APPLICABLE. DUE TO BUDGET CONSIDERATIONS, PRICE WILL BE A MAJOR CONSIDERATION, HOWEVER, IT SHOULD BE NOTED THAT CERTAIN AGENCIES HAVE TESTED AND THEIR INTENT IS TO PURCHASE GREEN, YELLOW, AND ENVIRONMENTALLY FRIENDLY PRODUCTS. IN NUMEROUS CATEGORIES, A GREEN OR YELLOW ALTERNATIVE WILL ALSO BE AWARDED IN ADDITION TO THE TRADITIONAL PRODUCTS SUBMITTED.
- 15. THE AWARD BASIS FOR ITEMS AWARDED UNDER THIS CONTRACT WILL BE:

PRICE -	65%
ABILITY OF VENDOR TO PERFORM BASED ON PAST PERFORMANCE	10%
CONFORMANCE OF PRODUCT SPECIFICATIONS-	15%
COMPLIANCE TO SPECIAL CONDITIONS	10%

- 16. AWARDED VENDORS WILL HAVE LOCAL TRAINED REPRESENTATIVE'S TO MONITOR THE OVERALL CONTRACT DURING THE TERM UP TO INCLUDING CONDUCTING WORKSHOPS AND PRESENTATIONS TO DESIGNATED GROUPS, PRODUCT DEMONSTRATIONS, AND TRAINING MEMBERS ON OVERALL APPLICATION, AND MAINTENANCE FOR PRODUCTS IT HAS BEEN AWARDED AND SELLING TO THE COOPERATIVE.
- 17. THIS CONTRACT WILL BE DIVIDED INTO COMMODITY LOTS FOR EASY ACCESS BY MEMBERS WHEN PURCHASES ARE REQUIRED.

ITEM	DESCRIPTION		PACK	QTY	PRICE	DELIVERY
1.	COUNTER BRUSH 9" BRUSH WITH OVERALL LENGTH OF 13.5", 2" THICK TAMPICO FIBER WITH LAQUERED HANDLE BRAND/ MODEL MALISH 110708 CARLISLE OR EQUAL SAMPLE TO BE PROVIDED	12/ PACK	SPOT	\$3.20 EA.	7-10 DAYS	
			36+	\$3.10 EA.	<u>7-10 DAYS</u>	
		CLINT ISD		24		
		EL PASO ISD HEAD START		180 30		
		SAN ELIZIARI	O ISD	5		
		YSLETA ISD		48		
		OTHERS		64		
			AWARDED VE	NDOR – SOUTHWEST	ERN MILL DISTE	RIBUTORS
2.	POT LONG HANDLE BRUSH 20" CRIMPED POLYPROPYLENE NATIONAL BRANDS ONLY ABCO #00006 OR BETTER BRAND/ MODEL ABCO 0006 SAMPLE TO BE PROVIDED	12/ PACK	SPOT	<u>\$2.10</u> EA. <u>\$2.3</u>	7-10 DAYS	
			24+	<u>\$2.00</u> EA. <u>\$2.</u> 2	0 7 <u>-10 DAYS</u>	
		EL PASO ISD		120		
		HEAD START		30		
		OTHERS		64		
			AWARDED VE	ENDOR – SOUTHWEST	ERN MILL DISTE	RIBUTORS
3.	POT SHORT HANDLE BRUSH 9" CRIMPED POLYPROPYLNE NATIONAL BRANDS ONLY ABCO #00003 OR BETTER BRAND/ MODEL ABCO 0003 SAMPLE TO BE PROVIDED	12/PACK	SPOT	\$1.65 EA. \$1.7	3 7 <u>-10 DAYS</u>	
			30+	\$ <del>1.60</del> <b>EA.</b> \$1.6	8 7-10 DAYS	
		EL PASO ISD HEAD START		120 30		
		YSLETA ISD OTHERS		136 64		

<u>AWARDED VENDOR – SOUTHWESTERN MILL DISTRIBUTORS</u>

ITEM	DESCRIPTION	PACK	QTY	PRICE	DELIVERY
4.	LONG HANDLE ROUND TOILET BRUSH 17" OVERALL LENGTH	12/PACK	SPOT	<u>\$1.11</u> EA §	1.17 7 <u>-10 DAYS</u>
	ROUND CRIMPED NYLON APPROXINNATIONAL BRANDS ONLY ABCO 00018 OR BETTER BRAND/ MODEL ABCO 00018 SAMPLE TO BE PROVIDED	AATLY 5"	60+	<u>\$1.05</u> <b>EA.</b>	<u>\$1.10</u> 7 <u>-10 DAYS</u>
	CANUTILLO IS	SD	60		
	CLINT ISD		24		
	EL PASO ISD		180		
	HEAD START		60		
	REGION 19		4		
	SAN ELIZARIO YSLETA ISD		6 124		
	OTHERS		304		
	o meno				
		AWARDED V	<u> /ENDOR – SOUTHWEST</u>	ERN MILL D	<u>ISTRIBUTORS</u>
5.	5" ROUND WIINDOW BRUSH THREADED FOR HANDLE INSERTIOI NATIONAL BRANDS ONLY BRAND/MODEL CONTINENTAL K0030 BETTER BRUSH 181105 OR EQUAL SAMPLE TO BE PROVIDED		SPOT 36+	\$8.25 EA. \$7.95 EA.	7-10 DAYS 7-10 DAYS
	EL PASO ISD OTHERS		36 72		
		AWARDED V	/ENDOR – SOUTHWEST	ERN MILL D	ISTRIBUTORS
					_
6.	60" TAPERED END HANDLE WINDOW & FLOOR APPLICATIONS/ LACQUERED SOLID WOOD HANDLE ABCO 01110 OR EQUAL BRAND/ MODEL ABCO 01110 SAMPLE TO BE PROVIDED  EL PASO ISD	12/PACK	SPOT	<u>\$1.35</u> EA.	8.25 <u>STOCK</u>
			24+	\$1.30 EA.	\$7.95 STOCK
			36		
	SAN ELIZARIO	ISD	2		
	OTHERS		12		

<u>AWARDED VENDOR – SOUTHWESTERN MILL DISTRIBUTORS</u>

ITEM	DESCRIPTION	PACK	QTY	PRICE	DELIVERY
7.	4-S SHOE HANDLE WIRE BRUSH WILEN L403000 OR EQUAL	EACH	SPOT	\$2.33 EA.	<u>7-10 DAYS</u>
	NATIONAL BRANDS ONLY BRAND/ MODEL CONTINENTAL L403 SAMPLE TO BE PROVIDED	3000	48+	\$2.25 EA.	7-10 DAYS
	EL PASO ISD		300		
	OTHERS		60		
8.	32 OZ PLASTIC SPRAY BOTTLES COMPLETE WITH ADJUSTABLE SPR	EACH	ENDOR – SOUTHWES	\$0.69 EA.	STOCK
	CONTINENTAL 932 OR EQUAL BRAND/ MODEL CONTINENTAL 932	BOTTLE	500 <b>+</b>	\$0.62 EA.	<b>STOCK</b>
CONTINENTAL 902RW9 TRIGG SAMPLE TO BE PROVIDED				\$0.39 bottle 100/ \$0.37 trigger 200/	cs <u>\$0.35</u> 500+
	ANTHONY ISE	)	48	<u> </u>	<u> </u>
	CANUTILLO IS	SD	150		
	CLINT ISD		240		
	EL PASO ISD		3000		
	HEAD START		300		

36

180

2200

364

**REGION 19** 

**YSLETA ISD** 

**OTHERS** 

**SAN ELIZARIO ISD** 

## <u>AWARDED VENDOR – SOUTHWESTERN MILL DISTRIBUTORS</u>

SPOT	<u>\$9.40 EA.</u>	<u>7-10 DAYS</u>
24+	\$9.30 EA.	7-10 DAYS
60		
48		
12		
12		
64		
72		
	24+ 60 48 12 12 64	24+ \$9.30 EA.  60 48 12 12 64

## <u>AWARDED VENDOR – SOUTHWESTERN MILL DISTRIBUTORS</u>

ITEM	DESCRIPTION	PACK	QTY	PRICE DEI	<u> IVERY</u>	
10.	SUPER FORCE PLUNGER W/ HANDLE INCLUDED	12/ PACK	SPOT	\$ <u>6.35</u> EA. \$6.98	STOCK	
	TOLCO 280175 OR EQUAL BRAND/ MODEL CONTINENTAL 520		36+	\$6.25 <b>EA.</b> \$6.88	STOCK	
	SAMPLE TO BE PROVIDED  EL PASO ISD  OTHERS		96 48			
		AWARDED V	ENDOR – SOUTHWEST	ERN MILL DISTRIBU	TORS	
11.	JANITORIAL CART ON SOFT ON SOFT CASTER-PREASSMEBLE	EACH )	SPOT	<u>\$88.75</u> EA. \$97.60	<u>STOCK</u>	
	CONTINENTAL 184BL OR EQUAL BRAND/ MODEL CONTINENTAL 184B DATA SHEET REQUIRED	<u>BL</u>	24+	\$86.95 EA. \$95.65	<u>STOCK</u>	
	EL PASO ISD OTHERS		30 36			
		AWARDED V	ENDOR – SOUTHWEST	ERN MILL DISTRIBU	TORS	
12.	ROLLING DOLLY FIVE NON MARKING HD SOFT CAST	2/CASE	SPOT	<u>\$17.45</u> EA. \$19.20	STOCK	
	18" DIAMETER X 7"HIGH CONTINENTAL 3255 OR EQUAL BRAND/ MODEL CONTINENTAL 325 DATA SHEET REQUIRED		24+	<u>\$16.95</u> EA. <u>\$18.65</u>	<u>STOCK</u>	
	EL PASO ISD		48			
	SAN ELIZARI OTHERS	0 120	5 36			
		AWARDED V	ENDOR – SOUTHWEST	ERN MILL DISTRIBU	TORS	
13.	DISCOUNT FROM RUBBERMAID CU	ISTODIAI / REI	ATEN PRODUCTS PRIC	CE LIST		
10.	-PRICE LIST MUST BE PROVIDED CATALOG NAME/ NUMBER 2011 JA			)_ LIO1		
			< \$500	20% DISCOUNT		
			>\$501- \$1500 > \$1501	25% DISCOUNT 30% DISCOUNT		
	AWARDED VENDOR – SOUTHWESTERN MILL DISTRIBUTORS					
Appro	ved by:		Date:			
	(James R. Vasquez)		(December 2, 2			
	(James R. Vasquez)		(August 24, 201	2)		