

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Arts & Craft, Hobby And Recreational Supplies (Annual Contract) – RFB No. 20-0023
INITIATED BY:	Finance Department

It is requested that Council approve the purchase of arts and craft, hobby and recreational supplies from Nasco (Fort Atkinson, WI), S&S Worldwide (Colchester, CT), Becker’s School Supplies (Pennsauken, NJ), Lakeshore Learning Materials (Carson, CA), School Specialty, Inc. (Greenville, WI), Kaplan Early Learning Co. (Lewisville, NC), Greener Concepts (Sterling, VA), Cascade School Supplies (North Adams, MA), Blick Art Materials (Galesburg, IL) and BSN Sports (Niskayuna, NY), at a discount percentage ranging from 2% to 35%, on an “as needed” basis. Based on past spending, the Department of Parks and Recreation estimates annual spending to be \$20,000.00.

The Department has various divisions, including: Recreation, Community Schools, Seniors, Therapeutics, Pottery, Athletics, Park Services and Cooper Creek Tennis which purchase a variety of arts, craft, hobby and recreational supplies via catalogs and at discount stores. To facilitate these purchases, vendors were asked to submit percentage discount bids, since most vendors offer similar, but not exactly the same type of arts, crafts, hobby and recreational supplies.

The term of this contract period shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Bid specifications were posted on the web page of the Purchasing Division and on the Georgia Procurement Registry on October 10, 2019. Ten (10) bids were received on November 6, 2019. The bidders were:

	Percent Discount for Purchase	Minimum Order to Ship (Amount <i>or</i> Quantity)
Nasco (Fort Atkinson, WI)	20%	\$ 99
S&S Worldwide (Colchester, CT)	20%	None
Becker’s School Supplies (Pennsauken, NJ)	12%	\$ 99
Lakeshore Learning Materials (Carson, CA)	5%	\$ 100**

School Specialty, Inc.* (Greenville, WI)	32%	None
Kaplan Early Learning Co.* (Lewisville, NC)	10%	\$ 300
Greener Concepts (Sterling, VA)	2%	None
Cascade School Supplies (North Adams, MA)	35% 15% (Furniture)	\$ 50**
Blick Art Materials* (Galesburg, IL)	20%	\$ 49**
BSN Sports* (Niskayuna, NY)	10%	\$ 25

*Some exclusions apply.

**Minimum order to be eligible for free shipping.

Funds are budgeted each fiscal year for this on-going expense: General Fund – Parks & Recreation – Recreation Services – Operating Materials, 0101-270-2400-RECR-6728; General Fund – Parks & Recreation – Community Schools Operations – Operating Materials, 0101-270-3505-CSOP-6728; General Fund – Parks & Recreation – Senior Citizen’s Center – Operating Materials, 0101-270-4435-SRCR-6728; General Fund – Parks & Recreations – Therapeutics – Operating Materials, 0101-270-4433-THRP-6728; General Fund - Parks & Recreation – Pottery Shop – Other Purchased Services, 0101-270-4434-POTT-6699; General Fund – Parks & Recreation – Athletics – Operating Materials, 0101-270-3410-ATHL-6728; General Fund – Parks & Recreation – Park Services – Operating Materials, 0101-270-2100-PSRV-6728; General Fund – Parks & Recreation – Cooper Creek Tennis Center – Operating Materials, 0101-270-4048-COPR-6728.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE PURCHASE OF ARTS & CRAFT, HOBBY AND RECREATIONAL SUPPLIES FROM NASCO (FORT ATKINSON, WI), S&S WORLDWIDE (COLCHSTER, CT), BECKER'S SCHOOL SUPPLIES (PENNSAUKEN, NJ), LAKESHORE LEARNING MATERIALS (CARSON, CA), SCHOOL SPECIALTY, INC. (GREENVILLE, WI), KAPLAN EARLY LEARNING CO. (LEWISVILLE, NC), GREENER CONCEPTS (STERLING, VA), CASCADE SCHOOL SUPPLIES (NORTH ADAMS, MA), BLICK ART MATERIALS (GALESBURG, IL) AND BSN SPORTS (NISKAYUNA, NY), AT A DISCOUNT PERCENTAGE RANGING FROM 2% TO 35%, ON AN "AS NEEDED" BASIS. BASED ON PAST SPENDING, THE DEPARTMENT OF PARKS & RECREATION ESTIMATES ANNUAL SPENDING TO BE \$20,000.00.

WHEREAS, The Department has various divisions, including: Recreation, Community Schools, Seniors, Therapeutics, Pottery, Athletics, Park Services and Cooper Creek Tennis which purchase a variety of arts, craft, hobby and recreational supplies via catalogs and at discount stores. To facilitate these purchases, vendors were asked to submit percentage discount bids, since most vendors offer similar, but not exactly the same type of arts, crafts, hobby and recreational supplies; and,

WHEREAS, the contract term shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to purchase arts & craft, hobby and recreational supplies from Nasco (Fort Atkinson, WI), S&S Worldwide (Colchester, CT), Becker's School Supplies (Pennsauken, NJ), Lakeshore Learning Materials (Carson, CA), School Specialty, Inc. (Greenville, WI), Kaplan Early Learning Co. (Lewisville, NC), Greener Concepts (Sterling, VA), Cascade School Supplies (North Adams, MA), Blick Art Materials (Galesburg, IL) and BSN Sports (Niskayuna, NY), at a discount percentage ranging from 2% to 35%, on an "as needed" basis. Funds are budgeted each fiscal year for this on-going expense: General Fund – Parks & Recreation – Recreation Services – Operating Materials, 0101-270-2400-RECR-6728; General Fund – Parks & Recreation – Community Schools Operations – Operating Materials, 0101-270-3505-CSOP-6728; General Fund – Parks & Recreation – Senior Citizen's Center – Operating Materials, 0101-270-4435-SRCR-6728; General Fund – Parks & Recreations – Therapeutics – Operating Materials, 0101-270-4433-THRP-6728; General Fund - Parks & Recreation – Pottery Shop – Other Purchased Services, 0101-270-4434-POTT-6699; General Fund – Parks & Recreation – Athletics – Operating Materials, 0101-270-3410-ATHL-6728; General Fund – Parks & Recreation – Park Services

– Operating Materials, 0101-270-2100-PSRV-6728; General Fund – Parks & Recreation – Cooper Creek Tennis Center – Operating Materials, 0101-270-4048-COPR-6728.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2019 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.
Councilor Thompson voting	_____.
Councilor Woodson voting	_____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor