



## Hidalgo County Head Start Program Policy Council Agenda

**DATE:** February 20, 2008

**SUBJECT:** Discussion/Approval on Request to Purchase Classroom Supplies for Fiscal Year 2008 through the Hidalgo County's Membership / Participation with Texas Association School Board (TASB) Buyboard's Awarded Vendors Kaplan Early Learning Company, National Educational Systems, Inc., Staples Business Advantage, Corporate Express of Texas, Inc., Gulf Coast Paper Company and Oriental Trading Company

**RATIONALE/NEED:** This contract would allow the purchasing of the lowest and best pre-bided prices on classroom supplies through-out the fiscal year (as needed) under program/cooperative.

**RECOMMENDATION:** Administration recommends approval.

**COST:** Budget: Classroom Supplies - \$324,533.00

**RELATED INFORMATION INCLUDED:** Participant Info

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**INITIATED BY:** Ambrosio Tovar, Procurement Director *A. Tovar*

**REVIEWED BY:** Mr. Edmundo Garcia, Assistant Director *EG*

**PROGRAM DIRECTOR'S APPROVAL:** *Jeren Flores*

**Vendor Contract Information**[Proposal Documents](#)[Back](#)

**Vendor:** Kaplan Early Learning Company

**Address:** P.O. Box 609  
Lewisville, NC 27023

**Phone:** (800) 334-2014

**Contact:** Hope Meadows

**Email:** meadows@kaplanco.com

**Federal ID:** 56-0935286

**Accepts RFQs:** Yes

**Contract:** Instructional Supplies & Equipment #254-06

**Effective Date:** 11/1/2006

**Expiration Date:** 10/31/2009

**Payment Terms:** Net 30 days

**Delivery Days:** 14

**Shipping Terms:** Freight prepaid by vendor

**Freight Terms:** FOB Shipping Point

**Ship Via:** Common Carrier

**Regions Served:** All Texas Regions

**States Served:** All States

**Vendor Exceptions:** \$100 minimum order. EXCEPTIONS: not valid with any other offers or discounts; cannot be used for purchase or gift certificates; does not apply to outdoor playground structures, parts, surfacings or services of playground; does not apply to lofts, computers and accessories, assessments and screening materials, All About ECERS-R, All About ITERS-R, PAR kits/materials, Dibels sets/materials, PLSS kits/materials, TOLD-P:3 Kit, TOPA-2+ Kit, Fluharty-2 Kit, TERA-3 Kit, PLAI-2 Kit, TELD-3 Kit and Tot Tree #96616.

**Additional Information:** If for any reason you are not satisfied you may return the products for credit, exchange or refund. Return authorization number must be obtained or there will be a 15% restocking fee.

**Vendor Contract Information**Proposal Documents**Back**

**Vendor:** National Educational Systems, Inc.

**Address:** 6333 De Zavala Road, Suite 106  
San Antonio, TX 78249

**Phone:** (210) 558-6888

**Contact:** Joe Atkinson

**Email:** booksnes@satx.rr.com

**Federal ID:** 74-2587651

**HUB Vendor:** Yes

**Accepts RFQs:** Yes

**Contract:** Instructional Supplies & Equipment #254-06

**Effective Date:** 11/1/2006

**Expiration Date:** 10/31/2009

**Payment Terms:** Net 30 days

**Delivery Days:** 21

**Shipping Terms:** Freight prepaid by vendor

**Freight Terms:** FOB Shipping Point

**Ship Via:** Common Carrier

**Regions Served:** All Texas Regions

**States Served:** All States

**Vendor Exceptions:** EXCLUDED from discount: playground equipment and Bye Bye Buggy. Free freight except furniture, playground equipment, Bye Bye Buggy, Mulch and items with a UPS, FedEX, FOB Manufacturer. These items will incur actual freight charges. Call 800-231-4380 for freight quote. Free freight on all books and manipulatives.

**Additional Information:** Return authorization numbers required for returns. Materials must be in saleable condition. Returns for credit or to replace damaged products only - freight and insurance paid by purchaser.

**Vendor Contract Information**[Proposal Documents](#)[Back](#)

**Vendor:** Staples Business Advantage  
**Address:** 3711 Briarpark Drive, Suite 400  
Houston, TX 77077

**Phone:** (800) 793-0468

**Contact:** Michael Murphy

**Email:** michael.murphy2@staples.com

**Federal ID:** 04-3390816

**Accepts RFQs:** Yes

**Contract:** Office Supplies & Equipment #254-06

**Effective Date:** 11/1/2006

**Expiration Date:** 10/31/2009

**Payment Terms:** Net 30 days

**Delivery Days:** 2

**Shipping Terms:** Free Shipping

**Freight Terms:** FOB Destination

**Ship Via:** Best Way

**Regions Served:** All Texas Regions

**States Served:** All States

**Vendor Exceptions:** Staples reserves the right not to sell below our delivered cost.

**Additional Information:** All product can be returned except custom imprinted items through our hassle free returns program.

**Vendor Contract Information**[Proposal Documents](#)[Back](#)

**Vendor:** Corporate Express of Texas, Inc.

**Address:** 1905-B Kramer Lane, Suite 800  
Austin, TX 78757

**Phone:** (512) 997-2151

**Contact:** Randy Ericson

**Email:** randy.ericson@cexp.com

**Federal ID:** 74-1926921

**Accepts RFQs:** Yes

**Contract:** Office Supplies & Equipment #254-06

**Effective Date:** 11/1/2006

**Expiration Date:** 10/31/2009

**Payment Terms:** Net 30 days

**Delivery Days:** 10

**Shipping Terms:** Free Shipping

**Freight Terms:** FOB Destination

**Ship Via:** Best Way

**Regions Served:** All Texas Regions

**States Served:** All States

**Vendor Exceptions:** None

**Additional Information:** Corporate Express' policy is to accept, without any restocking charge, the return of any non-customized product in the original package within 30 days.

**Vendor Contract Information**[Back](#)

**Vendor:** Gulf Coast Paper Company

**Address:** 1101 S.Padre Island Drive  
Corpus Christi, TX 78416

**Phone:** (361) 485-8515

**Contact:** Clay Dibble

**Email:** cdibble@gulfcoastpaper.com

**Federal ID:** 741533700

**Accepts RFQs:** Yes

**Contract:** Office Paper Products #222-05

**Effective Date:** 5/1/2005

**Expiration Date:** 4/30/2008

**Payment Terms:** Net 30 days

**Delivery Days:** 5

**Shipping Terms:** Free Shipping

**Freight Terms:** FOB Destination

**Ship Via:** Best Way

**Regions Served:** 1-4, 11-13, and 20

**States Served:** Texas

**Vendor Exceptions:** Effective April 28, 2006 a \$2.00 per invoice fuel surcharge will be applied to all invoices. Based on location, Gulf Coast will ship either International Paper (Springhill) or Georgia Pacific (Spectrum) brands of paper.

**Vendor Contract Information**Proposal Documents**Back****Vendor:** Oriental Trading Company**Address:** 5455 South 90th Street  
Omaha, NE 68127**Phone:** (800) 526-7400**Contact:** Pam or Ron**Email:** npscustomerservice@oriental.com**Federal ID:** 47-0825603**Accepts RFQs:** Yes**Contract:** Instructional Supplies & Equipment #254-06**Effective Date:** 11/1/2006**Expiration Date:** 10/31/2009**Payment Terms:** Net 30 days**Delivery Days:** 10**Shipping Terms:** Freight prepaid by vendor**Freight Terms:** FOB Shipping Point**Ship Via:** Best Way**Regions Served:** All Texas Regions**States Served:** All States**Vendor Exceptions:** Free standard delivery for orders over \$150. For orders under \$150, freight will be prepaid and added to invoice. Free delivery does not apply to custom imprinted merchandise and does not apply to items requiring an additional shipping fee on a per item basis (identified in catalog with the symbol of a truck) - the discount does NOT apply to these items also.**Additional Information:** Claims for missing or damaged items must be made within 30 days of receipt.