



Hidalgo County Head Start Program Policy Council Agenda

DATE: February 19, 2009

SUBJECT: Discussion/Approval on Request to Purchase Instructional Supplies for Fiscal Year 2009 through the Hidalgo County's Membership /Participation with Texas Association School Board (TASB) Buyboard's Awarded Vendors for the Term of the TASB Contract Ending on October 31, 2009:

- a. Abilitations, Integrations & Speech Bin
- b. Childcraft Education Corporation
- c. Kaplan Early Learning Company
- d. Lakeshore Learning
- e. National Educational Systems, Inc.
- f. Oriental Trading Company

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

RECOMMENDATION: Administration recommends approval.

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

RELATED INFORMATION INCLUDED: Participant Info

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

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director *E.G.*

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



HIDALGO COUNTY HEAD START PROGRAM

P. O. BOX 0117 ♠ EDINBURG, TEXAS 78540♠ TEL: (956) 383-0706 ♠ FAX: (956) 380-2588

TO: Edmundo Garcia, Assistant Director

FROM: Ambrosio Tovar, Procurement Director *at*

DATE: February 11, 2009

SUBJ: TASB –Classroom Supplies

As part of our regular purchasing procedures, the program is seeking approval from the Policy Council and Commissioner's Court to purchase instructional (classroom) supplies, for fiscal year 2009, through the Hidalgo County's membership/participation with the Texas Association of School Boards (TASB).

The TASB awarded vendors we prefer to use are Abilitations, Integrations & Speech, Childcraft Education Corporation, Kaplan Early Learning Company, Lakeshore Learning, National Educational Systems, Inc., and Oriental Trading.

These companies have provided excellent service in product quality and delivery service and are recommended by the Education Department. Our past experience in working with these companies has been satisfactory and the delivery service has been excellent and dependable.

Attached is a listing (but not limited to) of the instructional supplies that are needed in the classroom.

Should you have any questions please let me know. Thank you.

Attachment

CLASSROOM SUPPLIES

Bordette	Colored Pencils - Class Packs
Poster Board	Crayons - Class Packs
Construction Paper	Markers - Class Packs
Tissue Paper	Waste Basket - (Office)
Crepe Paper	Index Cards- 3x5
Butcher Paper	Index Cards - (Ruled) 4 x 6
Finger Paint	Index Cards - (Ruled) 5 x 6
Tempra Paint	Index Cards - (Ruled) 5 x 8
Glitter	Writing Paper - (Children's)
Markers	Writing Paper - (Children's)
Alphabetical Guide - Letter	Clasp Envelopes (9 x 12)
Alphabetical Guide - Legal	Clasp Envelopes (10 x 13)
Office Writing Pads (Yellow) Letter Size	Clasp Envelopes (10 x 15)
Office Writing Pads (White) Letter Size	Clasp Envelopes (12 x 15 1/2)
Single Hole Punch	Stencils Alphabet Roman Letters -2"
Two hole hand punch	Letter Size Manila File Folders
Thumb Tacks	Legal Size Manila File Folders (3 Tab)
Dictionary - English	Legal Size Manila File Folders(2 Tab)
Dictionary - Spanish / English	Children's Scissors
Mini Sentence Strips	Office Scissors
Sentence Strips - White	Mailing Envelopes
Sentence Strips - Manila	File Labels (Yellow)
Sentence Strips - Assorted	File Labels (Green)
Liquid Paper White Out	File Labels (Purple)
Laminating Film	File Labels (White)
Adding Machine Tape	File Labels (Orange)
Cassette Tape 60 min	File Labels (Red)
Compact Disc (CD) Blank	File Labels (Dark Blue)
Receipt Books	Letter Size Copy Paper
Batteries AAA	Legal Size Copy Paper
Batteries AA	Pens (Black)
Batteries C	Pens (Blue) Gel
Batteries D	Pens (Red) Gel
Batteries 6-Volt	Pens Scripto Stick Ballpoint (Red)
Batteries 9 - Volt	Pencil Sharpener
Rubber Bands	Pencils (Regular #2)
Desk Stapler	Newsprint (Art)

CLASSROOM SUPPLIES

Standard Staples	Minolta Fax Film 1600e
Staple Remover	Sharp Imaging Fax Film UX-5CR
Tape Dispenser	Panasonic Imaging Fax Film DQUG15-A
Small Paper Clips	Back Support Belts - (Medium)
Large Paper Clips	Back Support Belts - (Large)
Tag Board - (White)	Back Support Belts - (X-Large)
Tag Board - (Manila)	Safety Helmets
Scotch Tape (invisible)	Safety Glasses
Brass Head Prongs - 1"	Safety Vests
Brass Head Prongs - 1 1/2" Chank	Highlighters
Prong Fasteners (2 3/4" center)	Flashlights
Prong Fasteners (8 1/2" center)	Display Boards
Plastic Ruler - 12"	Hanging File Folders- Letter Size Yellow
Wooden Ruler - 36" (yardstick)	Hanging File Folders- Letter Size RED (25/1)
Play Dough	File Folders with Fasteners - Letter Size
Glue (Gallon)	Chart Tablets 1 inch
Paint Brushes 30/1	Chart Tablets 1 1/2 inch
Children's Jumbo Pencils	Manila Drawing Paper 9x12
Packaging Tape - Clear	Crayola Washable Pain (16 oz)
Chalk - Yellow	Heavy Duty Shredder
Chalk - White	Toner Cartridge KM-F650
Chalk - Colored	Toner Cartridge Panasonic KX-FA76
Storage Boxes	Toner Cartridge Panasonic KX-FA55
Storage Boxes Bankers Box	Skill Boxes

Vendor Contract Information

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Vendor: Abilitations, Integrations & Speech Bin

Address: 3155 Northwoods Parkway
Norcross, GA 30071

Phone: (800) 444-5700

Contact: Leroy Nelson

Email: lnelson@sportime.com

Website: www.sportime.com

Federal ID: 22-3476939

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: Free Shipping

Freight Terms: FOB Destination

Ship Via: Common Carrier

Regions Served: All Texas Regions

States Served: All States

Vendor Exceptions: EXCLUDED from discount: all items beginning with the prefix "2" and "4" which are drop ship items.

Additional Information: 30 day return

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Vendor Contract Information[Proposal Documents](#)[Back](#)**Vendor:** Childcraft Education Corporation**Address:** P.O. Box 3239
Lancaster, PA 17603**Phone:** (800) 631-5652**Contact:** Stephen Herren**Email:** CECBID@childcrafteducation.com**Website:** www.childcrafteducation.com**Federal ID:** 13-5619818**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:** Common Carrier**Regions Served:** All Texas Regions**States Served:** All States

Vendor Exceptions: \$100 minimum order to receive discount. Free shipping on all in-stock UPS items with a minimum order of \$100. A 15% freight charge will apply on UPS orders under \$100 with a minimum charge of \$5.95. Free shipping on all in-stock truck items with a minimum order of \$500. A 15% freight charge will apply on truck orders under \$500 with a minimum charge of \$75. To receive inside delivery when ordering truck items, add a charge of \$47.50 to purchase order. EXCLUDES all factory direct/dropship items, playground equipment, sale flyers and internet orders placed at www.childcraft.com or www.abcschoolsupply.com. This offer cannot be combined with any other promotional offers.

Additional Information: Items not meeting your complete satisfaction may be returned unused in original condition within 30 days for full credit minus shipping charges. Customer is responsible for returning all items to Childcraft Education Corp. at customer's own expense. Credit will only be issued on merchandise that is resalable, unused, unmarked and in original packaging. Credit is for merchandise only. All returns must have a return authorization number. To receive the number call 800-631-5652 and ask for customer service. Returns are subject to a 15% restocking fee.

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Vendor: Kaplan Early Learning Company

Address: 1310 Lewisville-Clemmons Rd.
Lewisville, NC 27023

Phone: (800) 334-2014

Contact: Kate Shelton

Email: broberts@kaplanco.com

Federal ID: 6-0935286

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.

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Vendor: Lakeshore Learning

Address: 2695 E. Dominquez St.
Carson, CA 90810

Phone: (800) 421-5354

Contact: Nicki Glasco

Email: biddept@lakeshorelearning.com

Website: www.lakeshorelearning.com

Federal ID: 94-1525814

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: 15

Shipping Terms: Free Shipping

Freight Terms: FOB Destination

Ship Via: Common Carrier

Regions Served: All Texas Regions

States Served: All States

Vendor Exceptions: Freight charges may apply to entities outside the state of Texas.

Additional Information: We will gladly refund, exchange or return any item for any reason.

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Vendor Contract Information[Proposal Documents](#)[Back](#)**Vendor:** National Educational Systems, Inc.**Address:** 6333 De Zavala Road, Suite 106
San Antonio, TX 78249**Phone:** (800) 231-4380**Contact:** Sylvia Cantu**Email:** booksnes@satx.rr.com**Website:** www.edumart.com**Federal ID:** 74-2587651**HUB Vendor:** Yes**Minority Owned Business:**

Yes

Small Business: 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.[\[Log Out \]](#)©1996 - 2009 TASB
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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**Website:** www.orientaltrading.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**Quote Reference Number:**

11080344

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.[\[Log Out \]](#)©1996 - 2009 TASB
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