

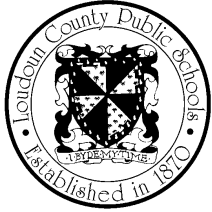


LOUDOUN COUNTY PUBLIC SCHOOLS
DEPARTMENT OF BUSINESS & FINANCIAL SERVICES
PROCUREMENT AND RISK MANAGEMENT
21000 Education Court, Suite #301
Ashburn, VA 20148
Phone (571) 252-1270 Fax (571) 252-1432

3/1/2024

Contract Information

Title:	Instructional Supplies and Related Products and Services
IFB/RFP Number:	RFP #R20251
Supersedes:	RFP #R15087
Vendor Name:	School Specialty, LLC
Debarment Form:	Required: No Form on File: Not Applicable
Contractor Certification: Virginia Code 22.1-296.1 ...the school board shall require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.	Required: Yes Form on File: Yes
Pricing:	Contact Hind.Zegoud@lcps.org
Contract Period:	March 1, 2024 – February 28, 2025
Contract Renewal Number:	4
Number of Renewals Remaining:	0
Procurement Contact:	Pixie Calderwood
Procurement Director:	Andrea Philyaw



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February 26, 2020

NOTICE OF AWARD
RFP #R20251

INSTRUCTIONAL SUPPLIES AND RELATED PRODUCTS AND SERVICES

At its regular meeting on February 25, 2020, Loudoun County Public Schools awarded *RFP #R20251 INSTRUCTIONAL SUPPLIES AND RELATED PRODUCTS AND SERVICES*, as per the attached recommendation.

We appreciate your interest in being of service to the Loudoun County Public Schools.

Andrea Philyaw
Director, Procurement/Risk Management



Agenda Item Details

Meeting	Feb 27, 2024 - 4th Tuesday School Board Meeting and Public Hearing on Proposed School Assignment Change for Grade Two Henrietta Lacks/Hovatter Elementary School Students 4:30 p.m.
Category	2. Approval of Consent Agenda
Subject	2.08 Finance & Operations Committee: RFP #R20251 Instructional Supplies and Related Services, Renewal
Type	Action (Consent)
Recommended Action	That the Loudoun County School Board renew RFP #R20251 Instructional Supplies and Related Services from March 1, 2024 through February 28, 2025.

STAFF REFERENCE: Andrea Philyaw, Director, Procurement

PRESENTER(S): Andrea Philyaw, Director, Procurement

RATIONALE: Renewal of RFP #R20251 Instructional Supplies and Related Services.

STRATEGIC PLAN: Aligned with Action 1.1 – Core Academic Excellence: Prepare students to be knowledgeable critical thinkers, communicators, collaborators, creators, and contributors by supplying materials needed for classroom instruction.

BUDGET IMPACT: The estimated value of this award is \$1,500,000, which is included in the FY24 school operational instructional allotments. This is a district-wide contract. The average price increase for frequently purchased items is 3%.

BACKGROUND: Effective February 25, 2020, this contract was awarded to School Specialty Incorporated to provide instructional supplies and related classroom products. The contract includes a market basket of frequently purchased items at a discounted rate and a catalog discount for items not included in the market basket. This is the fourth of four renewal options on this contract, with an optional one-year contract extension available. The current contract expires on February 29, 2024.

SUMMARY: Staff and School Specialty Incorporated have agreed to renew this contract through February 28, 2025 with no changes in the contract terms and conditions with updates to the Market Basket based on current usage.

RECOMMENDATION(S): That the Loudoun County School Board renew RFP #R20251 Instructional Supplies and Related Services from March 1, 2024 through February 28, 2025.

ATTACHMENT(S): RFP #R20251 R4 Market Basket

[RFP #R20251 R4 Market Basket.pdf \(708 KB\)](#)



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CONTRACT MODIFICATION

Date: January 23, 2024

Contract No.: RFP #R20251

Modification No.: 4

Contractor: **SCHOOL SPECIALTY, INC.**
Glenn Kennington
W6316 Design Drive
Greenville, WI 54942
PH:240.304.6677
Glenn.Kennington@schoolspecialty.com

SUBJECT: CONTRACT RENEWAL

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

By mutual agreement, contract **RFP #R20251 Instructional Supplies and Related Products and Services** is renewed for a period of one year from **March 1, 2024 through February 28, 2025**, in accordance with section 4 of the contract. The Terms and Conditions will be as specified in the original contract. This represents the fourth renewal option for this contract.

SCHOOL SPECIALTY, INC

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: *Sarah J. Peterson*
AUTHORIZED SIGNATURE

BY: *Andrea Philyaw*
AUTHORIZED SIGNATURE

TITLE: Assistant Secretary

TITLE: Director, Procurement/Risk Management

DATE: 1/31/2024

DATE: 2/29/24

**RFP #R20251 R4
MARKET BASKET**

ITEM	ITEM_ID	PRODUCT_DESCRIPTION	UOM	R4 Unit Price
1	009088	BALL PG 8.5 INCH RED SPORTIME	EA	\$4.12
2	1366084	BATTERY HOLDER 9V LEAD ONLY W/WIRE	EA	\$1.23
3	2006454	BINDER D-RING 1.5 IN WHITE SCHOOL SMART	EA	\$6.56
4	1565388	BINDER ROUND RING 1/2 IN WHITE SCHOOL SMART	EA	\$3.13
5	086389	BINDER VIEW ROUND RING 1 IN BLACK SCHOOL SMART	EA	\$1.76
6	2104607	CALIFONE LIGHTWEIGHT STEREO HEADPHONE W/ BAG - 3.5MM - CA-2 - BEIGE - EACH	EA	\$4.71
7	2103822	CALIFONE LISTENING FIRST HEADPHONES - STEREO - 3.5MM - 2800-YL - YELLOW - EACH	EA	\$12.09
8	2105326	CANVAS PANEL ART ALT 6X6	EA	\$0.73
9	2087461	CHALK SIDEWALK CRAZY ART SET OF 5	SET	\$0.82
10	085819	CHENILLE STEMS 12 ASST COLORS SET OF 100	SET	\$1.68
11	446432	CLAY ART WHITE 50 POUNDS	EA	\$21.80
12	411390	CLAY LOW FIRE EARTHENWARE WHITE ART 25 MOIST 25 POUNDS	EA	\$22.68
13	351452	CLAY LOW FIRE EARTHENWARE WHITE ART 25 MOIST 50 POUNDS	EA	\$20.69
14	1536184	CLAY MODELING CLASSIC COLORS SET OF 8	SET	\$2.24
15	032403	CLIP BINDER 2 IN BLACK BOX OF 12 - SCHOOL SMART	EA	\$1.10
16	032400	CLIP BINDER MED 1 1/4 IN BLACK PACK OF 12 - SCHOOL SMART	PK	\$1.22
17	032397	CLIP BINDER SMALL 3/4 IN PACK OF 12 - SCHOOL SMART	PK	\$0.89
18	023974	CLIP VINYL JUMBO ASST P40 - SCHOOL SMART	PK	\$0.67
19	038075	CLIPBOARD LETTER ASST - SCHOOL SMART	EA	\$1.01
20	026026	COMPOSITION BOOK MEAD SQUARE DEAL WIDE RULED 100 SHTS MEA09910	EA	\$1.00
21	054150	CONST PPR 12X18 BLACK TRURAY 50 SHTS	PK	\$3.14
22	054129	CONST PPR 12X18 BLUE TRURAY 50 SHTS	PK	\$3.79
23	054651	CONST PPR 12X18 FESTIVE RED TRURAY 50 SHTS	PK	\$3.79
24	054063	CONST PPR 12X18 ORANGE TRURAY 50 SHTS	PK	\$3.79
25	054108	CONST PPR 12X18 SKY BLUE TRURAY 50 SHTS	PK	\$2.99
26	054078	CONST PPR 12X18 TURQUOISE TRURAY 50 SHTS	PK	\$3.75
27	054138	CONST PPR 12X18 WARM BROWN TRURAY 50 SHTS	PK	\$2.99
28	054141	CONST PPR 12X18 WHITE TRURAY 50 SHTS	PK	\$2.52
29	054069	CONST PPR 12X18 YELLOW TRURAY 50 SHTS	PK	\$3.14
30	1006763	CONST PPR 9X12 BLACK TRURAY 57SC 50 SHTS	PK	\$2.23
31	007635	CRAYONS CRAYOLA REFILL STD SIZE BLK PACK OF 12	PK	\$2.11
32	007512	CRAYONS CRAYOLA STD SIZE SET OF 16	SET	\$0.44
33	007521	CRAYONS CRAYOLA STD SIZE SET OF 24	SET	\$1.41
34	007503	CRAYONS CRAYOLA STD SIZE SET OF 8	SET	\$0.64
35	2091969	CRAYONS SCHOOL SMART MULTICULTURAL SET OF 8	SET	\$0.33
36	404531	DOUGH CRAYOLA MODEL MAGIC WHITE 1 OZ PACK OF 75	PK	\$38.56
37	020754	ERASER CAPS SCHOOL SMART PINK PK/144	PK	\$1.10
38	084465	ERASER DRY ERASE MAGENTIC SCHOOL SMART	EA	\$0.84
39	1533771	ERASER MAGNETIC DRYERASE 2 X 2 IN PACK OF 24	PK	\$14.92
40	1403460	ERASERS MAGNETIC WHITEBOARD 2 X 2 PACK OF 12	PK	\$5.19
41	015741	FILE FOLDER SCHOOL SMART LETTER 1/3 CUT MANILA PK OF 100	PK	\$4.99
42	1583225	FOAM MAG LETTER-NUMBER PACK OF 62	PK	\$5.19
43	084900	FOLDER 2PKT 8.5X11 ASST PACK OF 25 - SCHOOL SMART	PK	\$2.90
44	081928	FOLDER 8-POCKET POLY ASSORTED COLORS SCHOOL SMART	EA	\$0.95
45	1337116	GLUE ALL NOW STRONGER ELMERS 4 OZ	EA	\$1.57
46	1337117	GLUE ALL NOW STRONGER ELMERS 7.625 OZ	EA	\$1.64
47	008970	GLUE SCHOOL ELMERS WHITE 4 OZ	EA	\$0.68
48	008973	GLUE SCHOOL ELMERS WHITE 7.625 OZ	EA	\$2.10
49	026026	GLUE STICK .28OZ WHT SCHOOL SMART PK/30	EA	\$3.82
50	213964	GLUE STICK ELMERS ALL PURPOSE .77 OZ CLEAR EA	EA	\$0.93
51	024519	HURDLE PLASTIC 6 IN HURDLE WITH LOGO	EA	\$2.11
52	088711	INDEX CARDS 3X5 RULED ASST COLORS PK OF 100 SCHOOL SMART	PK	\$1.88
53	088706	INDEX CARDS 3X5 RULED WHITE PK OF 100 SCHOOL SMART	PK	\$0.75
54	081940	INDEX TABS INSERTABLE 5 TAB ASST SCHOOL SMART	PK	\$0.32
55	1403529	LAMINATING FILM - BOX OF 2 - 1.5ML 27 IN X 500 FT 1IN C - SCHOOL SMART	BOX	\$54.85
56	1403528	LAMINATING FILM - BOX OF 2 - 1.5ML 25 IN X 500 FT 1IN C - SCHOOL SMART	BOX	\$46.22
57	1277262	LAMINATING FILM 1.5ML 27INX500FT 1IN CORE SCHOOL SMART	EA	\$39.54
58	2014129	LAMINATING FILM 3MIL 27INX500FT 1IN CORE SCHOOL SMART	EA	\$56.12
59	090051	MAGNETIC DOTS W/ADHESIVE PACK OF 100	PK	\$6.49
60	384068	MANIKIN LIFELIKE ARTISTS 12 MALE	EA	\$5.05
61	059391	MARKER BLACK FINE SHARPIE - EACH	EA	\$1.28

**RFP #R20251 R4
MARKET BASKET**

62	077399	MARKER BLACK FINE SHARPIE PACK OF 12	PK	\$8.54
63	1382241	MARKER CRAYOLA BRIGHT ANDBOLD BROAD LINE SET OF 10	SET	\$3.53
64	1354253	MARKER DRY ERASE CHISEL BLACK PACK OF 12	PK	\$5.43
65	175136	MARKER DRY ERASE LOW ODOR 4-CLR CHSL S/4	SET	\$3.83
66	1593100	MARKER DRY ERASE PEN SCHOOL SMART BLACK PACK OF 12	PK	\$3.91
67	1593104	MARKER DRY ERASE PEN SCHOOL SMART BLACK PACK OF 48	PK	\$15.85
68	1333744	MARKER EXPO DRY ERASE LOW ODOR BLACK CHISEL PACK OF 12	PK	\$11.95
69	1333748	MARKER EXPO DRY ERASE LOW ODOR BLACK FINE PACK OF 12	PK	\$14.90
70	079673	MARKER SHARPIE ASSORTED FINE SET OF 24	SET	\$16.42
71	2013715	MARKER SHARPIE BLACK ULTRA FINE PACK OF 36	PK	\$30.26
72	1530187	MARKER SHARPIE PERMANENT FINE BLACK PACK OF 36	PK	\$29.95
73	008196	MARKER WASHABLE CRAYOLA ASST CLASSIC SET OF 8	SET	\$2.81
74	1465254	MARKERS CRAYOLA METALLIC MARKERS SET OF 8	SET	\$7.13
75	457577	PAD SKETCH SPIRAL SAX 8.5X11 IN 50 LB 50 SHTS	EA	\$2.40
76	1595191	PAD SKETCH XL CANSON 5.5X8.5 IN 50 LB 100 SHTS	EA	\$5.19
77	406021	PAINT WATERCOLOR PRANG 16 COLOR OVAL PAN W/BRUSH	EA	\$4.90
78	405688	PAINT WATERCOLOR WASH PRANG 16 COLORS OVAL W/BRUSH	EA	\$3.22
79	245680	PAINT WTRCLR CRAYOLA 16 COLOR OVAL PAN	EA	\$6.06
80	391085	PAINT WTRCLR CRAYOLA ARTISTA II 8 COLOR OVAL PAN	EA	\$2.62
81	1301559	PAPER CARDSTOCK 8.5X11 BRIGHT WHITE 65 LB 250 SHEETS	PK	\$17.64
82	1438811	PAPER CARDSTOCK 8.5X11 STARDUST WHITE 65 LB 250 SHEETS	PK	\$24.25
83	085327	PAPER CHART 24X32 1 IN RLD 25 SHTS SCHOOL SMART	EA	\$3.68
84	085325	PAPER CHART 24X32 UNRULED 25 SHTS SCHOOL SMART	EA	\$4.27
85	2095738	PAPER COMP BK HRD CVR 9.75X7.5 IN CLG RULED 100 SHTS	EA	\$1.41
86	026029	PAPER COMP BOOK HARD 9.75X7.5 INCH RULED SCHOOL SMART 100 SHTS	EA	\$1.00
87	002049	PAPER COMP BOOK SOFT 8.5X7 RULED SCHOOL SMART 24 SHTS	EA	\$2.01
88	002046	PAPER COMP BOOK SOFT 8.5X7 RULED SCHOOL SMART 36 SHTS	EA	\$0.45
89	002058	PAPER COMP BOOK SOFT 8.5X7 RULED SCHOOL SMART 48 SHTS	EA	\$0.93
90	206312	PAPER DRAWING WHITE 12X18 90 LB REAM	PK	\$44.86
91	206321	PAPER DRAWING WHITE 9X12 90 LB REAM	PK	\$17.25
92	085289	PAPER FILLER 8.5X11 15LB WITH MARGIN 9/32 RULE 3HP 200 SHTS SCHOOL SMART	PK	\$2.06
93	1595187	PAPER MIXED MEDIA PAD XL 7X10 IN 98 LB SIDE WIRE 60 SHTS	EA	\$7.53
94	077320	PAPER NOTE PAD SELF STICK YELLOW HIGHLAND 3X3 PACK OF 12	PK	\$6.71
95	085267	PAPER NOTEBOOK 1 SUBJECT 10.5X8 70 SHEET SCHOOL SMART	EA	\$0.75
96	1494942	PAPER PRIMARY JOURNAL 9.75X7.5 80 SHEETS	EA	\$2.34
97	402024	PAPER SAX COLORED ART 12X18 ASSORTED 50 SHTS	EA	\$5.23
98	457583	PAPER SAX SKETCH DIARY 8.5X11 IN 50 LB 100 SHTS	EA	\$5.65
99	457586	PAPER SAX SKETCH DIARY 8.5X11 IN 50 LB 50 SHTS	EA	\$2.18
100	006471	PAPER SENTENCE STRIPS 3X24 WHITE SCHOOL SMART PK OF 10C	PK	\$2.10
101	084475	PAPERCLIPS SCHOOL SMART SMOOTH 2 IN PACK OF 10C	PK	\$0.72
102	059190	PASTEL OIL CRAY-PAS JUNIOR ARTIST SET OF 16	SET	\$2.28
103	059193	PASTEL OIL CRAY-PAS JUNIOR ARTIST SET OF 25	SET	\$3.81
104	405701	PASTEL OIL CRAY-PAS JUNIOR ARTIST WHITE PACK OF 12	PK	\$2.79
105	245778	PASTELS CRAYOLA OIL LARGE SIZE SET OF 28	SET	\$4.35
106	1587143	PASTELS OIL CRAYOLA NEON SET OF 12	SET	\$5.58
107	084808	PENCIL #2 PACK OF 144 - SCHOOL SMART	PK	\$13.84
108	2013407	PENCIL #2 PRE-SHARPENED PACK OF 144 - SCHOOL SMART	PK	\$14.88
109	423353	PENCIL COLORED SCHOLAR SET OF 24	SET	\$14.23
110	233295	PENCIL PRISMACOLOR BLACK 935	EA	\$1.21
111	233301	PENCIL PRISMACOLOR WHITE 938	EA	\$1.22
112	075258	PENCIL TICONDEROGA #2 PACK OF 96	PK	\$13.01
113	017646	PENCIL TICONDEROGA NO 2 YELLOW PACK OF 12	PK	\$1.57
114	008220	PENCILS COLORED CRAYOLA SET OF 24	SET	\$3.73
115	245787	PENCILS COLORED SCHOOL SMART SET OF 12	SET	\$0.70
116	245788	PENCILS COLORED SCHOOL SMART SET OF 24	SET	\$2.54
117	2088203	PLAY-DOH ASSTD 4PK - NO COLOR CHOICE	PK	\$2.95
118	005046	POST-IT NOTE 3X3 FLORAL FANTASY PACK OF 5	PK	\$5.82
119	003171	POUCH PENCIL - SCHOOL SMART	EA	\$0.33
120	081898	RULER WOOD 1/8 IN SCALE 12 IN - SCHOOL SMART	EA	\$0.84
121	061350	SAFE-T COMPASS EA	EA	\$0.95
122	2105326	SAX CANVAS PANEL 6X6 IN WHITE	EA	\$0.73
123	2105325	SAX CANVAS PANEL 8X10 IN WHITE	EA	\$0.90
124	085004	SCISSORS ECONO 7 IN STRAIGHT SCHOOL SMART	EA	\$0.98

**RFP #R20251 R4
MARKET BASKET**

125	372698	SCISSORS FISKARS KIDS BLUNT TIP 5 IN EACH	EA	\$1.48
126	081859	SHARPENER PENCIL MANUAL MULTI-HOLE BOSTITCH ANTIMICROBIAL	EA	\$21.64
127	067506	SHEET PROTECTOR TOP LOAD CLEAR SCHOOL SMART PACK OF 100	PK	\$3.46
128	424663	SOFT-KUT PRINTING BLOCKS 4X6 IN	EA	\$2.07
129	1439691	SPEEDY-CUT EASY BLOCKS 3X4-1/2 INCHES	EA	\$2.35
130	085831	SPONGE POLYESTER LARGE 6 X 4.25 X 1.5	EA	\$1.52
131	1599737	STAPLER FULL STRIP BLACK - SCHOOL SMART	EA	\$5.11
132	321841	STAPLES STANDARD 210/STRIP PK/5000 SCHOOL SMART	PK	\$0.60
133	1325120	STUDENT BOARD DRY ERASE PLAIN 9X12 SCHOOL SMART PACK OF 10	PK	\$6.60
134	1461995	TAPE 3M GENERAL USE MASKING TAPE 1 IN X 60 YD TAN	EA	\$3.75
135	040617	TAPE DISPENSER BLACK 1 IN NONSKID - SCHOOL SMART	EA	\$0.95
136	040536	TAPE SCOTCH 600 -1 IN CORE 0.75 X 1296 IN - EACH	EA	\$2.12
137	084280	TIMER DIGITAL COUNT DOWN/UP - SCHOOL SMART	EA	\$2.47

AWARDED VENDOR

SCHOOL SPECIALTY, LLC.

Glenn Kennington
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PH:240.304.6677
Glenn.Kennington@schoolspecialty.com