

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

3/1/2023

**Contract Information**

<b>Title:</b>	Instructional Supplies and Related Products and Services
<b>IFB/RFP Number:</b>	RFP #R20251
<b>Supersedes:</b>	RFP #R15087
<b>Vendor Name:</b>	School Specialty, LLC
<b>Debarment Form:</b>	Required: No Form on File: Not Applicable
<b>Contractor Certification:</b> 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
<b>Pricing:</b>	Contact <a href="mailto:Hind.Zegoud@lcps.org">Hind.Zegoud@lcps.org</a>
<b>Contract Period:</b>	March 1, 2023 – February 29, 2024
<b>Contract Renewal Number:</b>	3
<b>Number of Renewals Remaining:</b>	1
<b>Procurement Contact:</b>	Pixie Calderwood
<b>Procurement Director:</b>	Andrea Philyaw



### Agenda Item Details

Meeting	Feb 28, 2023 - 4th Tuesday School Board Meeting 4:00 p.m.
Category	2. Approval of Consent Agenda
Subject	2.10 Finance and Operations Committee: RFP #R20251 Instructional Supplies and Related Services, Renewal
Type	Action (Consent)
Recommended Action	That the Loudoun County School Board renews RFP #R20251 Instructional Supplies and Related Services from March 1, 2023, through February 29, 2024.

**STAFF REFERENCE:** Andrea Philyaw

**PRESENTER(S):** Andrea Philyaw

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

**STRATEGIC PLAN:** Goal 1 – Empowered Students: 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 FY23 school operational instructional allotments. This is a district-wide contract. The average price increase for frequently purchased items is 10%.

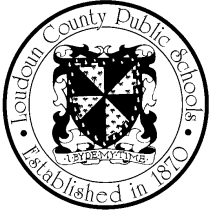
**BACKGROUND:** Effective February 25, 2020, this contract was awarded to School Specialty Incorporated. This is the third of four renewal options on this contract, with an optional fifth year available. The current contract expires on February 28, 2023.

This was an Information item at the January 31, 2023, Finance and Operations Committee meeting. The item was brought to the Finance and Operations Committee as an Action item on February 21, 2023. The Committee voted (2-0-1) to bring it forward to the Loudoun County School Board as a Consent item on February 28, 2023.

**SUMMARY:** Staff and School Specialty Incorporated have agreed to renew this contract through February 29, 2024, 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 renews RFP #R20251 Instructional Supplies and Related Services from March 1, 2023, through February 29, 2024.

**ATTACHMENT(S)**



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**CONTRACT MODIFICATION**

Date: December 19, 2022

Contract No.: RFP #R20251

Modification No.: 3

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, 2023 through February 29, 2024**, in accordance with section 4 of the contract. The Terms and Conditions will be as specified in the original contract. This represents the third renewal option for this contract.

SCHOOL SPECIALTY, INC.

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: *Sarah J. Peterson*  
AUTHORIZED SIGNATURE Sarah Peterson

BY: *Andrea Philyaw*  
AUTHORIZED SIGNATURE

TITLE: Assistant Secretary

TITLE: Director, Procurement/Risk Management

DATE: 1/11/23

DATE: 3/1/23

**RFP #R20251 R3  
MARKET BASKET**

Item	Item Long Description	UOM	PRICING
1	086409	ART MARKER CHISEL TIP SET OF 8 - SCHOOL SMART	SET OF 8 \$ 1.21
2	086409	ART MARKER CHISEL TIP SET OF 8 - SCHOOL SMART	SET OF 8 \$ 1.21
3	085116	ART MARKER WASHABLE CONICAL TIP ST/8 - SCHOOL SMART	SET OF 8 \$ 1.27
4	086512	ART MARKER WASHABLE FINELINE SET OF 10 - SCHOOL SMART	SET OF 10 \$ 0.60
5	1471193	BACKPACK DRAWSTRING SPORTS ROYAL	EACH \$ 1.82
6	1396551	BINDER VIEW AVERY 1 IN SLANT RING BLACK AVE17011	EACH \$ 2.98
7	086389	BINDER VIEW ROUND RING 1 IN BLACK SCHOOL SMART	EACH \$ 1.71
8	1334569	BOOK STORYWRITING BOOK 11X8.5 INCH 48 PAGES	EACH \$ 4.09
9	2096265	CANVAS PANEL ART ALT 6X6	EACH \$ 0.42
10	2087461	CHALK SIDEWALK CRAZY ART SET OF 5	SET OF 5 \$ 0.82
11	085819	CHENILLE STEMS 12 ASST COLORS SET OF 100	SET OF 100 \$ 1.18
12	085883	CHENILLE STEMS 6 ASST COLORS SET OF 100	SET OF 100 \$ 0.88
13	446432	CLAY ART WHITE 50 POUNDS	EACH \$ 16.90
14	351452	CLAY LOW FIRE EARTHENWARE WHITE ART 25 MOIST 50 PO	EACH \$ 20.06
15	032403	CLIP BINDER 2 IN BLACK BOX OF 12 - SCHOOL SMART	PACK OF 12 \$ 1.19
16	032400	CLIP BINDER MED 1 1/4 IN BLACK PACK OF 12 - SCHOOL	PACK OF 12 \$ 0.60
17	023974	CLIP VINYL JUMBO ASST P40 - SCHOOL SMART	PACK OF 40 \$ 0.24
18	1536825	CLIPBOARD FOLDER PLASTIC BLACK	EACH \$ 2.55
19	038075	CLIPBOARD LETTER ASST - SCHOOL SMART	EACH \$ 0.95
20	1272480	CLIPBOARD MASONITE LETTER - SCHOOL SMART	EACH \$ 1.25
21	054150	CONST PPR 12X18 BLACK TRURAY 50 SHTS	PACK OF 50 \$ 3.05
22	054129	CONST PPR 12X18 BLUE TRURAY 50 SHTS	PACK OF 50 \$ 3.15
23	201201	CONST PPR 12X18 BRIGHT WHITE PRANG PACK OF 50	PACK OF 50 \$ 1.89
24	054063	CONST PPR 12X18 ORANGE TRURAY 50 SHTS	PACK OF 50 \$ 3.15
25	054108	CONST PPR 12X18 SKY BLUE TRURAY 50 SHTS	PACK OF 50 \$ 2.90
26	054141	CONST PPR 12X18 WHITE TRURAY 50 SHTS	PACK OF 50 \$ 2.44
27	054069	CONST PPR 12X18 YELLOW TRURAY 50 SHTS	PACK OF 50 \$ 3.05
28	201204	CONST PPR 9X12 ASSORTED PRANG PACK OF 50	PACK OF 50 \$ 1.00
29	054054	CONST PPR 9X12 ASST TRURAY 50 SHTS	PACK OF 50 \$ 2.18
30	1006763	CONST PPR 9X12 BLACK TRURAY 57SC 50 SHTS	PACK OF 50 \$ 1.89
31	201183	CONST PPR 9X12 BLK PRANG PACK OF 50	PACK OF 50 \$ 0.90
32	1506456	CONST PPR 9X12 WHITE PRANG PACK OF 50	PACK OF 50 \$ 0.87
33	1436149	CRAYON CRAYOLA CONSTRUCTION PAPER SET OF 16	SET OF 16 \$ 1.94
34	245948	CRAYONS 8 STANDARD - SCHOOL SMART	SET OF 8 \$ 0.32
35	2090274	CRAYONS CRAYOLA COLORS OF THE WORLD SET OF 24	SET OF 24 \$ 1.02
36	008717	CRAYONS CRAYOLA MULTICULTURAL LARGE SIZE SET OF 8	SET OF 8 \$ 0.67
37	007512	CRAYONS CRAYOLA STD SIZE SET OF 16	SET OF 16 \$ 0.41
38	007521	CRAYONS CRAYOLA STD SIZE SET OF 24	SET OF 24 \$ 1.41
39	007503	CRAYONS CRAYOLA TUCK STD SIZE SET OF 8	SET OF 8 \$ 0.26
40	2091969	CRAYONS SCHOOL SMART MULTICULTURAL SET OF 8	SET OF 8 \$ 0.32
41	020754	ERASER CAPS SCHOOL SMART PINK PK/144	PACK OF 144 \$ 1.14
42	084465	ERASER DRY ERASE MAGENTIC SCHOOL SMART	EACH \$ 0.60
43	1533771	ERASER MAGNETIC DRYERASE 2 X 2 IN PACK OF 24	PACK OF 24 \$ 11.40
44	1403460	ERASERS MAGNETIC WHITEBOARD 2 X 2 PACK OF 12	PACK OF 12 \$ 5.20
45	015741	FILE FOLDER SCHOOL SMART LETTER 1/3 CUT MANILA PK	PACK OF 100 \$ 4.99
46	1356132	FLASH CARDS COUNTING 0-25 POCKET PACK OF 56	PACK OF 56 \$ 2.67
47	084900	FOLDER 2PKT 8.5X11 ASST PACK OF 25 - SCHOOL SMART	PACK OF 25 \$ 2.92
48	081928	FOLDER 8-POCKET POLY ASSORTED COLORS SCHOOL SMART	EACH \$ 0.90
49	1337116	GLUE ALL NOW STRONGER ELMERS 4 OZ	EACH \$ 1.20

50	1337117	GLUE ALL NOW STRONGER ELMERS 7.625 OZ	EACH	\$ 1.55
51	008970	GLUE SCHOOL ELMERS WHITE 4 OZ	EACH	\$ 0.71
52	1354157	GLUE STICK .28OZ WHT SCHOOL SMART PK/30	PACK OF 30	\$ 3.06
53	1564295	HANDY ART BLACK GLUE 4 OZ	EACH	\$ 1.89
54	088706	INDEX CARDS 3X5 RULED WHITE PK OF 100 SCHOOL SMART	PACK OF 100	\$ 0.44
55	081940	INDEX TABS INSERTABLE 5 TAB ASST SCHOOL SMART	1 SET	\$ 0.30
56	1403529	LAMINATING FILM - BOX OF 2 - 1.5ML 27 IN X 500	PACK OF 2	\$ 54.85
57	1403528	LAMINATING FILM - BOX OF 2 - 1.5ML 25 IN X 500 FT	PACK OF 2	\$ 46.22
58	1277261	LAMINATING FILM 1.5ML 25INX500FT 1IN CORE SCHOOL	EACH	\$ 22.56
59	1277262	LAMINATING FILM 1.5ML 27INX500FT 1IN CORE SCHOOL	EACH	\$ 24.36
60	059391	MARKER BLACK FINE SHARPIE - EACH	EACH	\$ 1.29
61	077399	MARKER BLACK FINE SHARPIE PACK OF 12	PACK OF 12	\$ 8.90
62	1354253	MARKER DRY ERASE CHISEL BLACK PACK OF 12	PACK OF 12	\$ 4.61
63	175136	MARKER DRY ERASE LOW ODOR 4-CLR CHSL S/4	SET OF 4	\$ 3.95
64	1593100	MARKER DRY ERASE PEN SCHOOL SMART BLACK PACK OF 12	PACK OF 12	\$ 3.36
65	1593104	MARKER DRY ERASE PEN SCHOOL SMART BLACK PACK OF 48	PACK OF 48	\$ 12.31
66	1333744	MARKER EXPO DRY ERASE LOW ODOR BLACK CHISEL PACK	PACK OF 12	\$ 12.46
67	079673	MARKER SHARPIE ASSORTED FINE SET OF 24	SET OF 24	\$ 17.11
68	2013715	MARKER SHARPIE BLACK ULTRA FINE PACK OF 36	PACK OF 36	\$ 28.86
69	1530187	MARKER SHARPIE PERMANENT FINE BLACK PACK OF 36	PACK OF 36	\$ 28.86
70	008196	MARKER WASHABLE CRAYOLA ASST CLASSIC SET OF 8	SET OF 8	\$ 1.88
71	081901	METERSTICK WOOD PLAIN END - SCHOOL SMART	EACH	\$ 1.27
72	1396805	NOTE SELF STICK PASTEL 3X3 100 SHEET P12	PACK OF 12	\$ 2.73
73	084876	NOTES YELLOW 3X3 PK12 - SCHOOL SMART	PACK OF 12	\$ 2.67
74	420130	PAD DRAWING 300 SERIES 9X12 IN 70 LB 50 SHTS	EACH	\$ 3.86
75	457577	PAD SKETCH SPIRAL SAX 8.5X11 IN 50 LB 50 SHTS	EACH	\$ 2.40
76	391085	PAINT WATERCOLOR CRAYOLA ARTISTA II 8 COLOR OVAL	EACH	\$ 1.95
77	406021	PAINT WATERCOLOR PRANG 16 COLOR OVAL PAN W/BRUSH	EACH	\$ 4.90
78	008190	PAINT WATERCOLOR SEMI MOIST WASH CRAYOLA 8 COLOR	EACH	\$ 1.44
79	245680	PAINT WATERCOLORS CRAYOLA 16 COLOR OVAL PAN	EACH	\$ 4.28
80	1301559	PAPER CARDSTOCK 8.5X11 BRIGHT WHITE 65 LB 250 SHEE	PACK OF 250	\$ 16.34
81	085327	PAPER CHART 24X32 1 IN RLD 25 SHTS SCHOOL SMART	EACH	\$ 3.57
82	085325	PAPER CHART 24X32 UNRULED 25 SHTS SCHOOL SMART	EACH	\$ 4.14
83	2095738	PAPER COMP BK HRD CVR 9.75X7.5 IN CLG RULED 100 S	EACH	\$ 1.30
84	2095316	PAPER COMP BK HRD CVR 9.75X7.5 IN 100 SHT WIDE RUL	EACH	\$ 1.30
85	1439309	PAPER COMP BOOK HARD 9.75X7.5 IN RULED SCHOOL SMA	EACH	\$ 1.30
86	026029	PAPER COMP BOOK HARD 9.75X7.5 INCH RULED SCHOOL SM	EACH	\$ 1.06
87	002046	PAPER COMP BOOK SOFT 8.5X7 RULED SCHOOL SMART 36	EACH	\$ 0.45
88	206321	PAPER DRAWING WHITE 9X12 90 LB REAM	REAM	\$ 14.46
89	085289	PAPER FILLER 8.5X11 15LB WITH MARGIN 9/32 RULE 3HP	PACK OF 200	\$ 1.82
90	085267	PAPER NOTEBOOK 1 SUBJECT 10.5X8 70 SHEET SCHOOL SM	EACH	\$ 1.16
91	1494942	PAPER PRIMARY JOURNAL 9.75X7.5 80 SHEETS	EACH	\$ 2.34
92	402024	PAPER SAX COLORED ART 12X18 ASSORTED 50 SHTS	PACK OF 50	\$ 6.52
93	401996	PAPER SAX COLORED ART 9X12 ASST 50 SHTS	PACK OF 50	\$ 3.73
94	457586	PAPER SAX SKETCH DIARY 8.5X11 IN 50 LB 50 SHTS	EACH	\$ 1.81
95	006471	PAPER SENTENCE STRIPS 3X24 WHITE SCHOOL SMART PK	PACK OF 100	\$ 1.98
96	084475	PAPERCLIPS SCHOOL SMART SMOOTH 2 IN PACK OF 100	PACK OF 100	\$ 0.69
97	084808	PENCIL #2 PACK OF 144 - SCHOOL SMART	PACK OF 144	\$ 8.58
98	084453	PENCIL #2 PRE-SHARPENED PACK OF 12 - SCHOOL SMART	PACK OF 12	\$ 0.79
99	2013407	PENCIL #2 PRE-SHARPENED PACK OF 144 - SCHOOL SMART	PACK OF 144	\$ 8.90
100	233295	PENCIL PRISMACOLOR BLACK 935	EACH	\$ 1.12
101	233301	PENCIL PRISMACOLOR WHITE 938	EACH	\$ 1.12
102	075258	PENCIL TICONDEROGA #2 PACK OF 96	PACK OF 96	\$ 12.61
103	017646	PENCIL TICONDEROGA NO 2 YELLOW PACK OF 12	PACK OF 12	\$ 1.58

104	2040506	PENCILS AWARD HAPPY BIRTHDAY ASST PACK OF 12	PACK OF 12	\$ 1.99
105	160-1456	PENCILS COLORED CRAYOLA SET OF 12	SET OF 12	\$ 1.53
106	245787	PENCILS COLORED SCHOOL SMART SET OF 12	SET OF 12	\$ 0.71
107	245788	PENCILS COLORED SCHOOL SMART SET OF 24	SET OF 24	\$ 1.70
108	2088203	PLAY-DOH ASSTD 4PK - NO COLOR CHOICE	SET OF 4	\$ 2.86
109	005046	POST-IT NOTE 3X3 FLORAL FANTASY PACK OF 5	PACK OF 5	\$ 5.65
110	003171	POUCH PENCIL - SCHOOL SMART	EACH	\$ 0.23
111	000189	REMOVER STAPLE - SCHOOL SMART	EACH	\$ 0.44
112	085004	SCISSORS ECONO 7 IN STRAIGHT SCHOOL SMART	EACH	\$ 0.97
113	372698	SCISSORS FISKARS KIDS BLUNT TIP 5 IN EACH	EACH	\$ 1.43
114	086340	SCISSORS STUDENT 6 IN BLUNT SCHOOL SMART EACH	EACH	\$ 0.92
115	380144	SHARPENER PENCIL MANUAL MULTI-HOLE X-ACTO KS 8SZS	EACH	\$ 10.73
116	067506	SHEET PROTECTOR TOP LOAD CLEAR SCHOOL SMART PACK	PACK OF 100	\$ 3.26
117	038178	STAPLER FULL STRIP BLACK - SCHOOL SMART	EACH	\$ 2.34
118	061059	STAPLES STANDARD 210/STRIP PK/5000 SCHOOL SMART	PACK OF 5000	\$ 0.50
119	060915	STIKKIWORKS ADHESIVE CLIPS WHITE PACK OF 20	PACK OF 20	\$ 3.24
120	1325120	STUDENT BOARD DRY ERASE PLAIN 9X12 SCHOOL SMART	PACK OF 10	\$ 6.68
121	1461995	TAPE 3M GENERAL USE MASKING TAPE 1 IN X 60 YD TAN	EACH	\$ 3.22
122	1461995	TAPE 3M GENERAL USE MASKING TAPE 1 IN X 60 YD TAN	EACH	\$ 3.22
123	1461995	TAPE 3M GENERAL USE MASKING TAPE 1 IN X 60 YD TAN	EACH	\$ 3.22
124	079593	TAPE CORRECTION SINGLE LINE .2INX39.4FT WHITE BICW	EACH	\$ 1.71
125	040617	TAPE DISPENSER BLACK 1 IN NONSKID - SCHOOL SMART	EACH	\$ 1.07
126	042108	TAPE SCOTCH 234 GEN PURPOSE MASKING 1X60YD	EACH	\$ 6.31
127	040536	TAPE SCOTCH 600 -1 IN CORE 0.75 X 1296 IN - EACH	EACH	\$ 2.06
128	084280	TIMER DIGITAL COUNT DOWN/UP - SCHOOL SMART	EACH	\$ 2.58
129	243699	TOOL PRO NEEDLE	EACH	\$ 2.14
130	9780838860434	WORDS I USE WHEN I WRITE GR 1-2	EACH	\$ 0.36
CATALOG DISCOUNT PRICING FOR NON-MARKET BASKET ITEMS				35%

Awarded Vendor

SCHOOL SPECIALTY, LLC.

Glenn Kennington

W6316 Design Drive

Greenville, WI 54942

PH:240.304.6677

[Glenn.Kennington@schoolspecialty.com](mailto:Glenn.Kennington@schoolspecialty.com)