



To: Board of Directors
From: Robert Zingelmann
Date: April 23, 2019
Subject: Recommendation of Contract Award

Region 4 ESC held a RFP opening on January 24, 2019 for RFP # 19-03 for **Office Supplies, Related Products and Services**. There were eight (8) proposals submitted:

- EPIC Business Essentials
- Gonzalez Solutions for Business
- Lamrite West, Inc. - Michael's Company
- Office Depot, Inc
- Quill LLC
- Rapp Productions
- Teacher Direct
- WaterLogic

After careful review of all proposals, the Evaluation Team has determined that four (4) companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members.

CONSIDERATION

Award of annual contract in compliance with the bid laws of the State of Texas is recommended.

RECOMMENDATION

The Evaluation Team recommends the following companies for award based on their response:

Contract	Vendor	Term of Contract
Office Supplies, Related Products and Services	EPIC Business Essentials, Gonzalez Solutions for Business, Office Depot, Inc, Quill LLC	Five (5) years with option of five (5) one-year renewals

Support documentation has been attached for your reference.

Enclosure: Bid Tab Summary



To: Dr. Pam Wells
Executive Director

From: Robert Zingelmann
Chief Financial Officer, Business/Operations Services

Date: April 25, 2019

Re: Office Supplies, Related Products and Services; RFP # 19-03

The Elevation Committee has reviewed the responses and recommend that the following companies be awarded:

- EPIC Business Essentials
- Gonzalez Solutions for Business
- Office Depot, Inc.
- Quill LLC

The recommended vendors submitted offers that were determined to be most advantageous to OMNIA Partners/National IPA members, based upon the bid tabulation. All the recommended respondents were determined to be competitively priced and strong for the specified services outlined in the RFP.

We believe all recommended vendors demonstrate the ability to provide and perform the services requested in the proposal. We will monitor their performance and determine at the end of each year if they are eligible for renewal with each new term.

This multiple award is recommended as most advantageous as it limits contract awards to the least number of suppliers necessary to meet the requirements of OMNIA Partners/National IPA members. In order to serve the entire nation, a multiple award is recommended to provide any governmental agency with complete coverage of commodities, services and any other offering within the scope of proposal.

Please let me know if you have any questions.



May 10, 2019

Sergio Pereir
Senior Vice President
Quill LLC
100 Schelter Road
Lincolnshire, IL 60069

Re: Award of Contract # R190304

Dear Mr. Pereir:

Per official action taken by the Board of Directors of Region 4 Education Service Center, on April 23, 2019, OMNIA Partners, Public Sector is pleased to announce after approval of the exceptions as agreed upon in the terms and conditions that Quill, LLC has been awarded an annual contract for the following, based on the sealed proposal (RFP# 19-03 Office Supplies, Related Products and Services) submitted on January 24, 2019:

<u>Commodity/Service</u>	<u>Supplier</u>
Office Supplies, Related Products and Services	Quill LLC

This contract is effective June 1, 2019 and will expire on May 31, 2024. As indicated above, your Contract # is R190304. This contract may be renewed annually for an additional five (5) years if mutually agreed by Region 4 ESC/OMNIA Partners, Public Sector and Quill, LLC.

Your participation in the proposal process is appreciated and we look forward to a successful partnership. Please feel free to provide copies of this letter to your sales representative(s) to assist in their daily course of business.

If you have any questions, please contact Christine Dorantes, Contract Manager assigned to your contract at phone #615.431.8182 or christine.dorantes@omniapartners.com

Sincerely,

Christine Dorantes

Christine Dorantes, CPPB, CPCP
OMNIA Partners, Public Sector