



College Station Independent School District

Success...each life...each day...each hour

MEMORANDUM

To: Dr. Eddie Coulson, Superintendent

From: Glynn Walker, Deputy Superintendent

Date: June 11, 2014

Subject: Consideration of RFP #14-008 Office Supplies, Equipment and Office Furniture

Agenda Item: J-5

Board Priority/
District Goal: Priority 3, Goal 4

BACKGROUND

Request for Proposal (RFP) # 14-008 Office Supplies, Equipment and Furniture was mailed and advertised according to the requirements established by the state of Texas, district policy and standards of practice. Eighteen vendors responded to the bid, which opened May 20, 2014. The proposal was based on discount off catalog, website, and retail pricing to create the best opportunity for the district.

It is the recommendation of Mark Pantel, Director of Purchasing, to award this proposal to the three identified vendors.

RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District award RFP #14-008 to Wilton's Office Works, Ltd., Office Depot/Max, Inc, and School Specialty, effective July 1, 2014 through June 30, 2015 for an approximate annual expenditure of \$100,000. This bid may be renewed for three additional years if agreed upon by both parties sixty days before expiration.

A handwritten signature in black ink, appearing to read "Glynn Walker", with a long horizontal line extending to the right.

GLYNN WALKER
Deputy Superintendent for
Human Resources and Business

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College Station, TX 77840
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A handwritten signature in blue ink, appearing to read "Eddie Coulson", with the date "6-11-2014" written below it.

EDDIE COULSON, Ed.D.
Superintendent of Schools