



College Station Independent School District

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

MEMORANDUM

To: Dr. Clark Ealy, Superintendent
From: Glynn Walker, Deputy Superintendent
Date: June 10, 2015
Subject: Request for Bids Printing Services RFB #15-008
Agenda Item: J-4
Board Priority/
District Goal: Priority 3, Goal 4

BACKGROUND

Request for Bids #15-008 Printing Services was advertised to the public as required by State law. The responses are consistent with statutory requirements and College Station ISD policy regarding procurement. The construction of the bid specifications involved staff from central administration and campus offices, with the purpose being to provide consistent quality and best price options for publications such as commencement programs, campus student handbooks, district student code of conduct and secondary campus course catalogues.

The attached memorandum dated May 28, 2015 from Mr. Mark Pantel, lists the responses to the bid request and the recommended vendor that provides the best value to the District. Upon review of the scoring matrix Tops Printing scored highest in the categories of pricing, quality of goods, meeting district's needs, past relationship with CSISD and total matrix score. The district administration concurs with Mr. Pantel's recommendation to award the bid to Tops Printing.

RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District award Request for Bid #15-008 Printing Services to Tops Printing Inc. dba Alphagraphics for the 2015-2016 school year.

A handwritten signature in black ink, appearing to read "Glynn Walker".

GLYNN WALKER
Deputy Superintendent for
Business and Operations

1812 Welsh Avenue
College Station, TX 77840
979-764-5400 -- www.csisd.org

A handwritten signature in black ink, appearing to read "Clark C. Ealy".
6/10/15

CLARK C. EALY, Ph.D.
Superintendent of Schools