

COLLEGE STATION I.S.D.  
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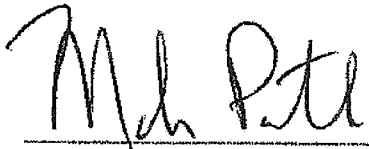
**PURCHASING OFFICE**

**INTER-DEPARTMENTAL MEMO**

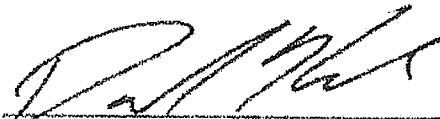
TO: Mike Martindale  
SUBJECT: Purchase of Vans for Technology Department  
DATE: June 7, 2016

As part of the 2015-16 operating budget, the Technology Department has identified aging vehicles that are in need of replacement. The Director of the department has reviewed the available models for the purchase of vehicles which are available through the Texas Local Government Statewide Purchasing Cooperative (Buy Board) which College Station ISD is a member. All vehicles have been competitively bid and awarded by the Cooperative's Board of Trustees based on state statutes.

The attached quote for was requested from Silsbee Toyota, an approved vendor on the Buy Board Cooperative. It is the recommendation of Mark Pantel, Director of Purchasing and Dave Hutchison, Director of Technology to purchase two (2) 2016 Toyota Sienna passenger vans from Silsbee Toyota for a total of \$54,733.00 per Buy Board Contract 430-13 Vehicles. The Buy Board Administration fee of \$400 is included in the total purchase of \$54,733.00.



Mark Pantel, Director of Purchasing



David Hutchison, Director of Technology

