

College Station Independent School District

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MEMORANDUM

To: Dr. Clark Ealy, Superintendent

From: Mike Martindale, Deputy Superintendent

Date: June 15, 2016

Subject: Consideration of RFP #16-018 Office Supplies, Equipment and Office Furniture

Agenda Item: J-9

Board Priority/
District Goal: Priority 3, Goal 4

BACKGROUND


Request for Proposal (RFP) # 16-018 Office Supplies, Equipment and Furniture was mailed on May 3, 2016 to nineteen (19) vendors, posted on the CSISD website and advertised on May 3, 2016 and May 10, 2016. Eighteen (18) vendors responded to the RFB, which opened May 24, 2016. The proposal was based on discount off catalog, website, and retail pricing to create the best opportunity for the district.

A committee of staff from the Purchasing Department and A&M Consolidated High School evaluated and scored the proposals utilizing the attached evaluation matrix. The following bidders received the highest matrix scores - Wilton's Office Works, Ltd., Office Depot, Inc, and Pollock


It is the recommendation of Mark Pantel, Director of Purchasing to award the Office Supplies, Equipment, and Furniture RFP #16-018 to Wilton's Office Works, Ltd., Office Depot, Inc, and Pollock

RECOMMENDATION

It is recommended that the College Station Independent School District Board of Trustees award RFP #16-018 to Wilton's Office Works, Ltd., Office Depot, Inc, and Pollock, effective July 1, 2016 through June 30, 2018. This RFB may be renewed for three (3) additional years if agreed upon by both parties sixty (60) days before expiration.


Mike Martindale
Deputy Superintendent for
Business and Operations

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