

COLLEGE STATION I.S.D.  
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**PURCHASING OFFICE  
INTER-DEPARTMENTAL MEMO**

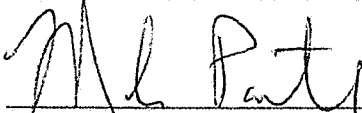
TO: Mike Martindale  
DATE: April 11, 2017  
SUBJECT: Interior Furnishings for Renovated Warehouse Offices

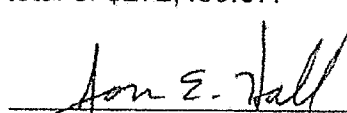
As part of the 2013 bond program, Request for Competitive Sealed Proposals (RFCSP) #17-009 for Interior Furnishings for Renovated Warehouse offices was mailed on March 6, 2017 to twelve (12) vendors, advertised March 10 and March 18, 2017 and posted on the CSISD website. A pre proposal meeting was held on March 21, 2017. Eight vendors responded to the RFCSP which opened March 30, 2017.

Educator's Depot, Inc.  
HBI Office Solutions  
Indeco Sales  
J.R. Inc.  
Lone Star Furnishings  
McKinney Office Supply  
Velocity Business Products  
Wilton's Office Works

Employees from the Facilities Department, Purchasing Department and VLK Architects evaluated and scored the proposals. Wilton's Office Works was the most complete proposal, lowest bidder on twenty-seven (27) line items and was the highest ranked proposal as per the attached evaluation matrix summary. After the evaluation of the proposals, pricing for item C-1 office chairs and items S8, S9 and S-13 metal shelving was requested from Wilton's Office Works to establish a final offer.

It is the recommendation of Mark Pantel, Director of Purchasing, Jon Hall, Executive Director of Facilities, Theo Rouse, Coordinator of Construction and Melissa Fleming, Principal VLK Architects that the district accept the final proposal from Wilton's Office Works to furnish and install Interior Furnishings for the Renovated Warehouse Offices for a total of \$272,469.07.

  
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Mark Pantel, Director of Purchasing

  
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Jon Hall, Executive Director of Facilities