

College Station Independent School District



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

MEMORANDUM

To: Dr. Clark Ealy, Superintendent

From: Mike Martindale, Deputy Superintendent

Date: December 7, 2016

Subject: Special Need School Bus

Agenda Item: K – 5.

Board Priority/
District Goal: Priority 3, Goal 5

BACKGROUND

The College Station ISD Purchasing Department Request for Bid (RFB) #17-002, Special Needs School Bus was mailed to four bidders, advertised in the local paper on Friday, October 28, 2016 and Friday, November 4, 2016 and posted on the College Station ISD website. Three (3) vendors responded to the Request for Bids which opened on Monday, November 21, 2016.

The Purchasing Department and Transportation Department evaluated all bids received and scored all submissions according to the attached evaluation matrix. Longhorn Bus Sales submitted the lowest bid and received the highest overall score on the evaluation matrix.

RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District approve the purchase of a Model 2018 Special Needs School Bus from Longhorn Bus Sales for \$95,606.00 to be paid from Special Services Federal Program Funds.

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Mike Martindale
Deputy Superintendent for
Business and Operations

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Superintendent of Schools