

College Station Independent School District



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MEMORANDUM

To: Dr. Clark Ealy, Superintendent
From: Mike Martindale, Deputy Superintendent
Date: June 14, 2017
Subject: Award RFP #17-012 Floral and Craft Supplies
Agenda Item: J - 9
Board Priority/
District Goal: Priority 3, Goal 4

Background

Request for Proposal #17-012 Floral and Craft Supplies was mailed directly to fifteen (15) vendors on Wednesday, May 10, 2017, was posted on the CSISD website and advertised on Wednesday, May 10, 2017 and Wednesday, May 17, 2017. The district received responses from six (6) vendors to the RFP, which opened on Tuesday, June 6, 2017. To create the best value for the district, the proposal was based on discount off retail or shelf pricing. Purchasing Department staff evaluated the proposals according to state law and local policy and provided vendor recommendations.

It is the recommendation of Mark Pantel, Director of Purchasing, and Julie Holiday, Purchasing Specialist, to award the Floral and Crafts Supplies RFP #17-012 to Armadillo Clay, Blick Art Materials, School Specialty, Inc., Southern Floral Company, and Texas Art Supply Company.

Recommendation

It is recommended that the Board of Trustees of the College Station Independent School District award Request for Proposal # 17-012 Floral and Craft Supplies to Armadillo Clay, Blick Art Materials, School Specialty, Inc., Southern Floral Company, and Texas Art Supply Company for the two years from July 1, 2017 through June 30, 2019, with the option for two (2) additional one-year periods.

MW
Mike Martindale
Deputy Superintendent for
Business and Operations

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

CE
6/15/17