




# College Station Independent School District

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

## **MEMORANDUM**

To: College Station ISD Board of Trustees

From: Mike Martindale, Superintendent 

Date: June 10, 2020

Subject: Consideration of RFP #20-004 Office Supplies, Equipment and Furniture

Agenda Item: J – 8.

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## **BACKGROUND**

Request for Proposal (RFP) #20-004 Office Supplies, Equipment and Furniture was issued on April 22, 2020. Sixteen (16) vendors responded to the RFP, which opened May 22, 2020. The proposal was based on discount off catalog, website, and retail pricing to create the best pricing opportunity for the district.

Staff from the purchasing department evaluated and scored the proposals utilizing the attached evaluation matrix. The following bidders received the highest matrix scores – Gateway Printing & Office Supply, Wilton’s Office Works, Ltd., Office Depot, Inc., and Staples.

It is the recommendation of Carmella Shafer, Director of Purchasing to award the Office Supplies, Equipment, and Furniture RFP #20-004 to Gateway Printing & Office Supply, Wilton’s Office Works, Ltd., Office Depot, Inc., and Staples.

## **RECOMMENDATION**

It is recommended that the College Station Independent School District Board of Trustees award RFP #20-004 to Gateway Printing & Office Supply, Wilton’s Office Works, Ltd., Office Depot, Inc., and Staples.