



College Station Independent School District

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PURCHASING OFFICE INTER-DEPARTMENTAL MEMO

DATE: June 2, 2020
TO: Mike Martindale, Superintendent
FROM: Carmella Shafer, Director of Purchasing
SUBJECT: Consideration and Award of RFP #20-004 Office Supplies, Equipment, and Furniture

Request for Proposal (RFP) # 20-004, Office Supplies, Equipment, and Furniture was issued 04/22/2020 and closed 05/22/2020. Sixteen suppliers responded. The RFP was opened publicly on 5/22/2020 at 10 a.m. The RFP was a discount off catalog, website or retail pricing, and sample pricing rather than item-by-item. Catalog bidding allows the district to award to the bid to multiple vendors providing a larger product and supplier base.

The purchasing staff evaluated and scored the proposals using the evaluation criteria in the RFP and a weighted evaluation matrix. The following bidders received the highest scores from the evaluation committee:

Gateway Printing & Office Supply
Wilton's Officeworks
Office Depot Inc
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 Officeworks, Office Depot, Inc., and Staples effective July 1, 2020, through June 30, 2021, with the option to renew for (2) additional years if agreed upon by both parties sixty (60) days before expiration.

A handwritten signature in blue ink that reads "Carmella Shafer".

Carmella Shafer, Director of Purchasing

