

College Station Independent School District

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

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 itemby-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.

Carmella Shafer, Director of Purchasing

College Station Independent School District RFP # 20-004 Office Supplies, Equipment and Furniture

Consider		Gateway Printing &	WILTONS	Office Depot,	į	3	ирену ОЯги	V.Quest Office Machines &	School	Dream Ranch	Godher Sport, Godher	Lakeshore	ACCO Brands	Texas Art	Earlychidhood	Lone Star	distribution of the second
		Omce Supp	OFFICEWORKS	Jul	Staples	Mus	Products	ddne	Specialty, inc.	Office Supplies	- Filling and a	Meteriels	Own	Aiddec		т.	a man and an and an
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The quality of the vendor's goods of services (20%)	10	6	9.5	6	6	6	6	80	6	7	6	6	8.5	8.5	8.5	8	60
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the total long-term cost to the district to acquire the vendor's goods or services: (976)	5	82	6	6.5	7.3	6.5	5.5	-	6.5		0	200	6.5	0.0	5.5	0 00	5.5
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