



# College Station Independent School District

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

## MEMORANDUM

To: Mike Martindale, Superintendent *mm*

From: Amy Drozd, Chief Financial Officer

Date: May 12, 2021

Subject: Consider approval of RFP# 21-007 for General Maintenance Supplies

Agenda Item: J – 3.

## Background

Request for Proposal (RFP) #21-007 for General Maintenance Supplies was advertised and posted according to state law and local policy on March 12, 2021. Twenty vendors responded to the RFP which opened on April 12, 2021 and was evaluated by various staff from the Facilities and Maintenance Department. Due to the large variety of items that might be needed, the proposals were based on discounts from catalog or retail pricing and included sections for electrical, plumbing, HVAC, lumber, carpentry, paint, welding, grounds maintenance, and custodial supplies.

It is the recommendation of Carmella Shafer, Director of Purchasing, and Jon Hall, Executive Director of Facilities to award the General Maintenance Supply RFP# 21-007 to the 14 vendors identified. Awarding to multiple vendors provides the variety and flexibility needed to CSISD's Maintenance and Facilities Department. The award would be for a two year period beginning September 1, 2021 with the option to extend for two additional one year periods if agreed to within 60 days of expiration.

## Recommendation

It is recommended that the College Station Independent School District Board of Trustees award Request for Proposal #21-007 for General Maintenance Supplies to the identified fourteen (14) vendors for twenty four (24) months beginning September 1, 2021 with the option to extend for two (2) additional one-year periods.