




College Station Independent School District

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

MEMORANDUM

To: Dr. Eddie Coulson, Acting Superintendent 

From: Mike Ball, Deputy Superintendent for Business and Operations

Date: August 11, 2006

Subject: Quotes for Printer Cartridges

Agenda Item: K-2, b.

Board Priority/
District Goal: Priority 3, Goal 4

BACKGROUND

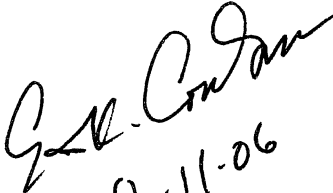
The annual Request for Quotes has been distributed to Catalog Information Services Vendors seeking quotes for printer cartridges.

The quotes from two vendors did not provide prices for items for which we have a significant volume of usage or quoted items that departed from the specifications.

The responsive vendor that met all the specifications is Toner Plus. The Quote from Toner Plus appears to provide the best value to the District.

RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District consider approval of the quote from Toner Plus to provide printer cartridges for the 2006-2007 fiscal year, subject to approval of the 2006-2007 budget.


8-11-06