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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Ball
DATE: August 7, 2006
SUBJECT: Printer Cartridge RFQ# 6-027

Request for Quote (RFQ) #6-027, Annual Printer Cartridge Quotation was posted on the CSISD website and mailed June 27, 2006 to seven bidders. Seven State of Texas approved Catalog Information Services Vendors (CISV) responded to the bid which opened August 3, 2006. The Office of the Attorney General registered an opinion that states "A local government that participates in the cooperative purchasing program established under 271.082 and 271.083 of the Local Government Code satisfies otherwise applicable competitive bidding requirements when it makes a purchase through the catalog purchasing procedure established by article 601 b, 3.081, V.T.C.S." This opinion permits school districts to participate in the CISV program.

The bidders were:

<u>Vendors Name</u>	<u>Total Bid</u>
BVOS	\$49,941.50
MicroAge College Station	\$64,541.00
Toner Plus	\$67,854.40
CDW Government	\$69,623.45
OM Office Supply	\$69,686.17
Office Max	\$71,264.41
Computer Wholesale Products	\$73,701.00

The quantities provided were estimates based on the previous twelve-month period. The RFQ specified new toner cartridges in the original container and manufacturer's latest model and design. A few items on the RFQ are no longer available as new OEM cartridges and some of the bidders quoted refurbished or compatible cartridges. These items were removed for evaluation purposes.

The low bidder, BVOS quoted refurbished cartridges which did not meet the specifications of the RFQ. The quote from MicroAge College was considered incomplete since they no bid a high usage item that is available as a new cartridge.

It is the recommendation of Mark Pantel, Director of Purchasing to award this RFQ to Toner Plus who was the lowest overall bidder that met the specifications of the RFQ and quoted all available new OEM cartridges for \$67,854.40. This is an annual contract for printer cartridges effective September 1, 2006 through August 31, 2007.


Mark Pantel, Director of Purchasing