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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Ball
FROM: Mark Pantel
SUBJECT: Mini Vans for Technology and Transportation
DATE: February 6, 2007

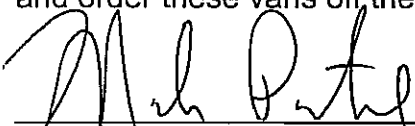
The Board of Trustees previously approved the purchase of three (3) Ford Freestar Cargo Vans for the Technology Department and two (2) Ford Freestar Passenger Vans for Transportation from Philpott Motor Company off the Houston Galveston Area Council Purchasing Cooperative (HGAC).

In January the district was advised by Philpott Motors that Ford Motor Company was discontinuing the Freestar Van and was not going to fill the orders.

In an effort to locate mini vans on a dealer's lot, Request for Bid (RFB) # 7-011, Mini Vans was mailed January 17, 2007 to twelve bidders, advertised January 17 and January 24, 2007 and posted on the CSISD website. Two vendors responded to the bid which opened February 5, 2007.

<u>Vendor Name</u>	<u>Total Bid</u>
Caldwell Country Chevrolet	\$60,000.00
Planet Dodge	\$59,452.00

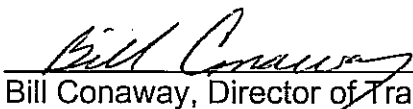
After reviewing the bids and the availability from these dealers it is the recommendation of Mark Pantel, Director of Purchasing, Bill Conaway, Director of Transportation and Chris Speier, Coordinator of Technology to reject this bid and order these vans off the recently awarded State of Texas Vehicle Contract.



Mark Pantel, Director of Purchasing



Chris Speier, Coordinator of Technology



Bill Conaway, Director of Transportation