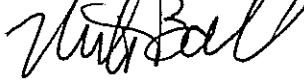




College Station Independent School District

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

MEMORANDUM

To: Dr. Eddie Coulson, Superintendent 

From: Mike Ball, Deputy Superintendent for Business and Operations

Date: June 15, 2007

Subject: Request for Bids for Printing Services

Agenda Item: K-8, f.

Board Priority/
District Goal: Priority 3, Goal 4

BACKGROUND

A Request for Bids for Printing Services has been advertised to the public as required by State law.

The responses were reviewed by Director of Purchasing, Mark Pantel, and a committee composed of various District users of printing services.

The responses appear to be consistent with statutory requirements and College Station ISD policy regarding procurement.

The attached memorandum dated June 1, 2007 from Mr. Mark Pantel lists the responses to the bid request and the recommended vendors that appear to provide the best value to the District.

RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District consider awarding the bid for Printing Services for the 2007-2008 school year to Tops Printing Inc. and Office Max as outlined in the above referenced memorandum from Mr. Pantel.