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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Ball
SUBJECT: Printing Services Bid RFB# 7-026
DATE: June 13, 2007

Request for Bid (RFB) # 7-026, Printing Services was mailed April 23, 2007 to eleven bidders, posted on the CSISD website and advertised April 20, 2007 and April 27, 2007. Nine vendors responded to the bid, which opened May 29, 2007.

Vendor Name

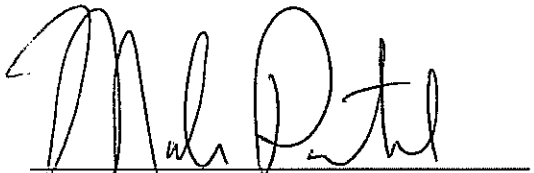
Advantage Resources Services, Inc.
Aggieland Printing
Angonia Print & Copy Services
Copy Corner
Newman Printing Co.
Office Max
Southwest Printing
Tharps Printing Services, Inc.
Tops Printing, Inc.

The bids were evaluated by a committee comprised of campus and department users of the current print shop. The intent of the committee was to recommend multiple vendors to help ensure the timely production of orders and provide the best value for printing or copying projects. The committee was in agreement that the prices submitted by the bidders were competitive with those currently being charged by the print shop.

Tops Printing Inc. is a full service printing company that submitted the lowest bid for the three sections that had defined quantities. Office Max was the third lowest overall bidder that offers digital printing services and can accept orders on-line. A copy of the bid tabulation is attached.

It is the recommendation of Mark Pantel, Director of Purchasing and the committee to award this bid to Tops Printing Inc. and Office Max for the 2007-2008 school year. The term of this contract shall be from July 1, 2007 to June 30, 2008.

This bid may be renewed for two (2) additional years in one year increments, providing all parties agree to the extension ninety (90) days prior to expiration. The prices may be adjusted upward or downward by the vendors after the first year in a percentage not to exceed the effective change in the Consumer Price Index (CPI) for the previous twelve months.



Mark Pantel, Director of Purchasing