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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

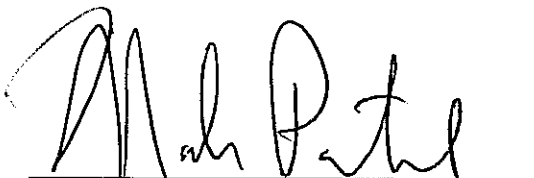
TO: Mike Ball
SUBJECT: Van purchases off State Contract
DATE: May 7, 2007

The Transportation and Technology Departments received approval from the Board of Trustees at the February board meeting to purchase two (2) passenger mini vans and three (3) cargo mini vans off the State of Texas Vehicle Contract administered by the Texas Building and Procurement Commission (TBPC). The orders were placed February 23, 2007 with a contract lead time of 120 days.

On April 5, 2007 we contacted the TBPC to inquire about the status of the orders placed. The dealer, Windham Motor Company informed us that General Motors stopped taking orders for 2007 models in mid February and that they would not be taking orders for 2008 models until May 8 or begin production until June 11, 2007.

Because these vehicles were originally requested by these departments in September 2006 and are needed before the summer begins we searched the various purchasing cooperatives and located suitable replacement vans that can be delivered by June 1.

It is the recommendation of Mark Pantel, Director of Purchasing to cancel the state contract orders from Windham Motor Company due to non-delivery.



Mark Pantel, Director of Purchasing