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**PURCHASING OFFICE**

**INTER-DEPARTMENTAL MEMO**

TO: Mike Ball  
FROM: Mark Pantel  
SUBJECT: Cargo Vans for Technology  
DATE: September 7, 2006

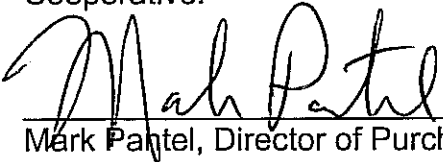
The Technology Department has requested three small cargo vans for the new computer technicians recently hired. The funds to purchase these vehicles were included in the 2006-2007 capital improvement budget.

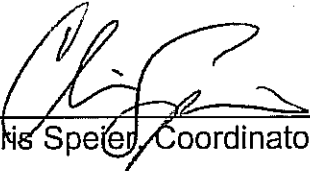
These vehicles are available through the Houston Galveston Area Council Purchasing Cooperative (HGAC) of which College Station ISD is a member. All vehicles have been competitively bid and awarded by the Cooperative's Board of Trustees based on state statutes.

The CSISD Purchasing Department requested HGAC quotes for a 2007 Ford Freestar Cargo Van and a 2007 Chevrolet Uplander Cargo Van. The quotes are as follows:

<b>Philpott Motor Company</b>	
(3) Ford Freestar Cargo Vans	\$40,766.67
<b>Caldwell Country Chevrolet</b>	
(3) Chevrolet Uplander Cargo Vans	\$55,905.00

After reviewing the quotes it is the recommendation of Mark Pantel, Director of Purchasing and Chris Speier, Coordinator of Technology to purchase these cargo vans from Philpott Motor Company for a total of \$40,766.67 per the HGAC Cooperative.

  
Mark Pantel, Director of Purchasing

  
Chris Speier, Coordinator of Technology