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PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Mike Ball  
DATE: June 4,, 2008  
SUBJECT: Office Supplies RFP# 8-016

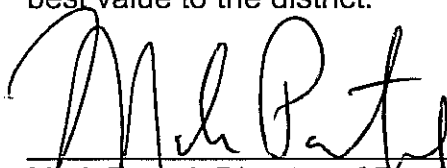
Request for Proposal (RFP) #8-016, Office Supplies was mailed April 25, 2008 to eight bidders, posted on the district website and advertised April 25 and May 2, 2008. Seven vendors responded to the RFP, which opened May 15, 2008. The proposers were:

Proposers

Computer Wholesale Products  
Office Depot, Inc.  
Office Max, Inc.  
Quill Corporation  
Staples Advantage  
The Ink Spot  
Wilton's Office Works Inc.

The proposal was based on a discount off catalog or retail pricing rather than item-by-item. The catalog method of bidding allows an award to multiple vendors and provides a larger office supplies product and supplier base for the district. Among the vendors awarded the district can review the catalogs and discounts quoted and select the products which offer the best value to the district.

It is the recommendation of Mark Pantel, Director of Purchasing to award the Office Supplies RFP for 2008-2009 to Office Max, Inc., Staples Advantage, The Ink Spot and Wilton's Office Works effective June 1, 2008 through May 31, 2009. After reviewing the criteria in the the RFP these vendors appear to provide the best value to the district.

  
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Mark Pantel, Director of Purchasing