

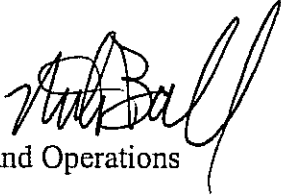


College Station Independent School District

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

MEMORANDUM

To: Dr. Eddie Coulson, Superintendent

From: Mike Ball, Deputy Superintendent for Business and Operations 

Date: June 11, 2008

Subject: Responses to Request for Proposals for Office Supplies

Agenda Item: K-6

Board Priority/
District Goal: Priority 3/Goal 5

BACKGROUND

The College Station ISD Purchasing Department has circularized a Request for Proposals for office supplies.

The proposal responses were evaluated by personnel from the Purchasing Department. This Request for Proposals was done on a catalog or discount off MSRP basis. The result is a listing of recommended vendors that met the bid specifications. Such a listing allows the purchasing personnel and other District personnel to obtain the best value for the District by evaluating the various prices and services from vendors on the list as items are purchased.

RECOMMENDATION

It is recommended that the Board of Trustees of College Station Independent School District consider approval of the vendors for office supplies as listed in the attached memorandum dated June 4, 2008 from Mr. Mark Pantel.